



Shepherd College

Shepherdstown, West Virginia 25443

SHEPHERD COLLEGE

Supplement to the 1995-1997 Catalog



SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871



A STATE COLLEGE IN THE SHENANDOAH VALLEY

Accredited by the

North Central Association of Colleges and Schools
National League for Nursing
Council on Social Work Education
National Association of Schools of Music
West Virginia State Board of Examiners for Registered Nurses

Member

American Association of Colleges for Teacher Education
American Council on Education
American Association of Community and Junior Colleges

Shepherd College Policy of Nondiscrimination

The College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, region, age, national origin, or handicap.

This Supplement to the 1995-97 Shepherd College Catalog has been prepared to update information contained in the current catalog. This supplement is intended to aid students in keeping current information on academic policies and curricula. A few changes may have been omitted where they were extremely minor.

The Supplement to the 1995-97 Catalog is published through the cooperative efforts of the Office of the Vice President for Academic Affairs, Office of the Registrar, and the Office of Public Information and Publications.

1996-97 ACADEMIC YEAR CALENDAR

FIRST SEMESTER FALL 1996

| | |
|---------|-------------------------------------------------------------------------------------------------------------|
| Aug 14 | New Freshmen and Transfer: Transfer Evaluations and English Placement Test |
| Aug 14 | Night Registration 6-7:15 p.m. |
| Aug 15 | Faculty Report for Fall Semester, Faculty Meetings |
| Aug 16 | Orientation, Academic Advisement |
| Aug 16 | Registration/Payment—New Freshmen, Transfers and Readmits |
| Aug 19 | Classes Begin — Late Registration Begins for Students who did not Register in Advance (Late Fee Applies) |
| Aug 19 | Drop/Add Begins |
| Aug 21 | Last Day to Drop/Add a Class — See Advisor by Noon |
| Aug 21 | Last Day for Late Registration |
| Sept 2 | Labor Day: Holiday |
| Sept 9 | Last Day to Change a Course from Credit Status to Audit Status |
| Sept 27 | Last Day to Withdraw from 1st 8-weeks class — See Advisor by Noon |
| Oct 4 | Last Day to apply for May 1997 Graduation |
| Oct 7 | First Day of Mid-term Exams |
| Oct 11 | Last Day of Mid-term Exams |
| Oct 14 | Second 8-weeks Classes Begin |
| Oct 14 | Mid-term Grades Due (9 a.m.) |
| Oct 22 | Mid-term Grades Distributed by Advisors |
| Oct 29 | Last Day to Withdraw from a Full Semester Class — See Advisor by Noon |
| Nov 6 | First Day of Academic Advisement for Continuing Students |
| Nov 13 | Last Day of Academic Advisement for Continuing Students |
| Nov 14 | First Day of Registration for Spring 1997 |
| Nov 21 | Last Day of Registration for Spring 1997 |
| Nov 23 | First Day of Thanksgiving Recess. |
| Dec 1 | Last Day of Thanksgiving Recess |
| Dec 2 | Last Day to Withdraw from second 8-weeks class — See Advisor by Noon |
| Dec 9 | Last Day of Classes |
| Dec 11 | First Day of Final Exams |
| Dec 17 | Last Day of Final Exams |
| Dec 19 | First Semester Grades Due (9 a.m.) — End of First Semester. Grades will not be mailed until January. |

SECOND SEMESTER SPRING 1997

| | |
|--------|-----------------------------------------------------------------------------------------------------|
| Jan 13 | New Freshmen and Transfer: Transfer Evaluations and English Placement Test |
| Jan 13 | Night Registration 6-7:15 p.m. |
| Jan 14 | Faculty Report for Spring Semester, Orientation, Academic Advisement |
| Jan 14 | Registration/Payment—New Freshmen, Transfers and Readmits |
| Jan 15 | Classes Begin—Late Registration for Students who did not Register in November (Late Fee Applies) |
| Jan 15 | Drop/Add Begins |
| Jan 17 | Last Day to Drop/Add a Class — See Advisor by Noon |
| Jan 17 | Last Day for Late Registration |
| Jan 20 | Martin Luther King's Birthday: Holiday |
| Feb 5 | Last Day to Change a Course from Credit Status to Audit Status |
| Feb 26 | Last Day to Withdraw from 1st 8-weeks class — See Advisor by Noon |
| Mar 7 | Last Day to apply for August and December 1997 Graduation |
| Mar 10 | First Day of Mid-term Exams |
| Mar 14 | Last Day of Mid-term Exams |

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|--------|-----------------------------------------------------------------------|
| Mar 17 | Mid-term Grades Due (9 a.m.) |
| Mar 20 | Second 8-weeks Classes Begin |
| Mar 22 | First Day of Spring Recess |
| Mar 30 | Last Day of Spring Recess |
| Mar 31 | Mid-term Grades Distributed by Advisors |
| Apr 2 | Last Day to Withdraw from a Full Semester Class — See Advisor by Noon |
| Apr 9 | First Day of Academic Advisement for Continuing Students |
| Apr 16 | Last Day of Academic Advisement for Continuing Students |
| Apr 16 | First Day of Registration for Fall 1997 |
| Apr 23 | Last Day of Registration for Fall 1997 |
| Apr 23 | Last Day to Withdraw from second 8-weeks class — See Advisor by Noon |
| Apr 24 | First Day of Spring Weekend Recess |
| Apr 27 | Last Day of Spring Weekend Recess |
| Apr 30 | McMurrin Scholars Convocation |
| May 9 | Last Day of Classes |
| May 12 | First Day of Final Exams |
| May 16 | Last Day of Final Exams |
| May 17 | Commencement |
| May 20 | Second Semester Grades Due (9 a.m.) — End of Second Semester |

SPECIAL FEES

Application for Graduation (each degree) \$35.00

ENROLLMENT FEES

| | West Virginia Students (Full-Time Rate) | Out-of-State Students (Full-Time Rate) |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------|
| Tuition Fee: Restricted for statewide capital improvement purposes by West Virginia Statute. | \$125.00 | \$400.00 |
| Registration Fee: Restricted for statewide capital improvement purposes by West Virginia Statute. | 50.00 | 250.00 |
| Higher Education Resource Fee: Restricted for certain general operating purposes by West Virginia Statute. | 350.00 | 825.00 |
| Faculty Improvement Fee: Restricted to supplement salaries for faculty by West Virginia Statute. | 45.00 | 130.00 |
| Intercollegiate Athletic Fee: Restricted to defray expenses associated with the College's intercollegiate athletic program. | 97.00 | 97.00 |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| Student Activity Fee: Restricted to defray expenses associated with the College's student activity programs with recommendations from the Student Government Association. | 30.00 | 30. |
| Technology Fee | 36.00 | 36. |
| Co-Curricular Fee: Utilized to defray expenses associated with organized educational activities related to instructional programs. | 30.00 | 30. |
| Recreation Fee: Provide comprehensive recreation program for general student body. | 35.00 | 35. |
| Student Union Fee: Restricted to defray building and other expenses associated with the Shepherd College Center. | 35.00 | 35. |
| Academic Improvement Fee: Restricted for improvement in academic quality. | 45.00 | 45. |
| College Operation Fee: Unrestricted for general operating purposes. | 190.00 | 624. |
| Medical Fee | 12.00 | 12. |
| <hr/> | | <hr/> |
| TOTAL | \$1,080.00 | \$2,549. |

GENERAL REQUIREMENTS FOR GRADUATION

Baccalaureate Degrees. A traditional degree includes one major and one minor field. A comprehensive degree consists of one major field and no minor field; the College registrar will not evaluate a minor field with this major. A double major, one degree, is satisfied with two major fields in the same degree category; the College registrar will not evaluate an additional minor field. Two degrees are satisfied with two major fields, and two separate degrees are awarded. Courses in those programs that have been evaluated by the registrar will be designated on the transcript.

Minimum Semester Hours. The minimum number of semester hours for a baccalaureate degree includes 128 semester credit hours of Shepherd College courses numbered 100 and above. (This may include transfer credits that have been evaluated by Shepherd College as courses numbered 100 and above.) Of the necessary hours for graduation, 45 hours must consist of courses numbered 300 and above. (This may include transfer credits that have been evaluated by Shepherd College as courses numbered 300 and above.)

Minimum Grade Point Average. For each of the following areas, a minimum 2.0 grade point average (or a C average) is required: 1) all collegiate level course work attempted (overall GPA), 2) all Shepherd College course work attempted (institutional GPA), 3) all major field course work attempted, and 4) all minor field course work attempted. Higher minimums are established in some fields. Students should carefully consult major and minor course requirements.

College Residence Credit Hours Required for a Baccalaureate Degree. A student must complete at least 32 semester hours of course work at Shepherd College. The last 12 hours of course work must be completed at Shepherd College. Any exceptions to these requirements must be approved by the Admissions and Credits Committee.

Residence Credit Hours in Major Field(s) of Study. Non-teaching degree candidates must earn a minimum of 15 hours of major field credits at Shepherd College. Teaching degree candidates must earn a minimum of 8 hours of major field credits at Shepherd College, prior to Juncture 3 Review (refer to Education section).

Community or Junior College Credit Hour Transfer Policies. Matriculating students transferring from a regionally-accredited junior or community college are assigned a maximum of

semester hours toward the 128 credit hours minimum for graduation from Shepherd College. In compliance with West Virginia higher education board policy, students who have completed more than 72 hours of course work may select the courses they wish to have evaluated as part of their semester hours of credit counted toward graduation. The total number of credit hours earned will be calculated in the student's overall grade point average.

Currently or Previously Enrolled Shepherd College Student Transfer Policies. For a currently enrolled student to receive credit for a non-Shepherd College course, the official transfer Approval Form must be completed. Formal approval must be obtained from the department chair of the discipline in which the course is to be taken, as well as from the student's faculty advisor. The official form must be submitted to the Office of the Registrar prior to the student's enrollment in any course. Courses fulfilling major field requirements are rarely approved for off-campus enrollment. In unusual circumstances the department chair in the student's major field may recommend to the Admissions and Credits Committee that a student enroll in a non-Shepherd College course to satisfy a major field requirement. No course that a student has attempted at another institution while on suspension shall be accepted by Shepherd College as part of the 128 hours minimum necessary for graduation. Articulation course agreements do not apply to any repeated Shepherd College course in which a student has received the grade of D or F. No Shepherd College D or F grade can be replaced by a transfer equivalent course.

Transfer Students from the Community and Technical College at Shepherd. Courses offered at the Community and Technical College at Shepherd College may satisfy requirements toward the 128 hours minimum for a baccalaureate degree only when they have been approved by the Shepherd College Curriculum and Instruction Committee or covered by the articulation statement.

Additional Requirements for Graduation.

1. All financial obligations to Shepherd College must be paid in advance.
2. In certain instances additional requirements may be stipulated in selected fields of study; degree candidates must consult with their academic advisors concerning such requirements.
3. Degree candidates are expected to read, study, and comprehend all requirements for graduation including requirements in their major and minor fields.
4. Students majoring in two disciplines having the same core shall be granted permission to use that common core to satisfy core requirements for both majors. Non-core courses that overlap within a student's major and minor (or second major) cannot be counted twice. Overlapping non-core courses require a substitution. Department chairs in each discipline must approve the necessary substitutions.
5. A student may not select a minor field whose course requirements substantially duplicate the course requirements in the student's major field.
6. The student's faculty advisor and the chair of the student's minor (or second major) field shall approve all elective course selections including: major, minor, teaching field, and general elective courses.

It is the student's responsibility to check on all requirements and to make inquiry if there is doubt about meeting any of them. Required courses should be completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. Students may elect to graduate under a later catalog than the one under which they entered; however, students are not permitted to split catalogs.

Graduation with Honors: Honors are determined by the cumulative quality point average of the student's work at graduation: highest honors, Summa Cum Laude, 3.75 and above; high honors, Magna Cum Laude, 3.5 to 3.74; honors, Cum Laude, 3.0 to 3.49.

ACADEMIC FORGIVENESS POLICY

Only the students readmitted after July 1995 will be eligible for forgiveness under this policy. This policy supersedes all previous academic forgiveness policies at Shepherd College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit, and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of low GPA may be admitted and placed on academic probation, unless he/she has been placed on final academic suspension. When forgiveness is granted, grades of either 1) F and/or 2) F, IF, and D earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average including those grades that appear as transferred grades on the official transcript. However, no grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The registrar will give consideration to a request for forgiveness when he/she received a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. In this request the student will indicate whether he/she wishes to have excluded from the GPA calculation 1) all F or IF grades or 2) all F, IF, and D grades. If a student chooses to have all D grades excluded from the GPA calculation, it is with the understanding that the courses for which the grade of D was earned cannot be used to satisfy any requirement. Should the student have attended any institution of higher education on a part-time basis during the specified five-year period, they must have earned at least a 2.0 GPA in all course work attempted. (Students who were admitted as a re-admit or transfer for the fall 1995 semester will be able to apply for the forgiveness option before the end of the spring 1996 semester.) The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Shepherd College and is formulated to be consistent with Series 20 of the West Virginia Board of Directors. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set for the Academic Suspension section of the Shepherd College *Catalog*. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPAs calculated for special academic recognitions (such as graduating with honors) or to the requirements for professional certification which may be within the province of licensure board or external agencies, or the West Virginia Board of Education. The Regents Bachelor Arts Program is governed by a different forgiveness policy.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

ATTENDANCE POLICY

Students are expected to attend class and to know and understand the specific attendance policies established by each of their professors. Attendance policy for a given class is established by the professor. The professor will state the attendance policy in the course syllabus. Professors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Professors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their professors: such discussions must occur in advance of foreseeable absences and as soon as possible following predictable ones.

Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or verifiable instances of the following: 1) death in the immediate family; 2) incapacitating illness or injury (not including non-emergency doctors' appointments that could be scheduled at other times); 3) field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Shepherd College; 4) seriously hazardous, weather-induced driving conditions (for commuter students only).

A student's evaluation in a course is the professor's responsibility. A grade decision in a course must be made by the professor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by a professor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Special Circumstances

1. A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with his/her professors as soon as possible after the semester begins. In consultation with the student (and with doctors or Shepherd staff when appropriate), the professor can thus develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the professor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will be equally expected to adhere to course policies and assignments established for all students.

2. In rare instances a student may suffer an unanticipated medical problem or military-service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with professors as soon as is possible—possibly through a relative or other responsible surrogate. A professor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the Admissions and Credits Committee will generally be agreeable to any necessary waivers regarding institutional deadlines regarding Withdrawals or Incompletes so long as 1) the student's petition clearly and fully explains the situation calling for the waiver, 2) appropriate documentation is presented, 3) the request is supported in writing by both the professor and the student's advisor, and 4) the student's request is made in a timely manner (i.e., as soon as possible given the circumstances and not substantially after the fact).

PROGRAM OF GENERAL STUDIES REQUIRED FOR ALL BACHELOR'S DEGREES EXCEPT THE REGENTS B.A.

Shepherd College has established the following general studies program which is required for bachelor's degrees except the Regents B.A. degree, which has a separate set of requirements for under that section of the *Catalog*. The courses listed below would usually be taken during a student's first two years of college work and are designed to give the student a foundation in the humanities, life or physical sciences, mathematics, social sciences, and physical education. These courses should assist the student in developing the ability to synthesize knowledge, both past and contemporary, to develop values, attitudes, and traits associated with an educated person in the modern world, and to provide the basis for a liberal arts education. A total of 47 semester hours of coursework is required as follows:

PROGRAM OF GENERAL STUDIES

HUMANITIES—19 semester hours

| | |
|-----------------------------------------|---------------------------------------|
| MUSC 111 | Music Appreciation |
| ART 103 | Introduction to Visual Arts |
| [ART 104 required for art majors] | |
| ENGL 101 | Written English and |
| ENGL 102 | Written English |
| ENGL 204 | Survey of American Literature * |
| ENGL 208 | Survey of World Literature I or |
| ENGL 209 | Survey of World Literature II* |
| COMM 202 | Fundamentals of Speech |

LIFE OR PHYSICAL SCIENCES—8 semester hours **

Students will choose one set of courses listed below:

| | |
|-----------|----------------------------------------------------|
| BIOL 101 | General Biological Science and |
| BIOL 102 | General Biological Science |
| BIOL 208 | Plants as Organisms and Animals as Organisms and |
| BIOL 209 | Plants as Organisms and Animals as Organisms |
| CHEM 120 | College Chemistry and |
| CHEM 120L | College Chemistry Laboratory |
| CHEM 122 | College Chemistry and |
| CHEM 122L | College Chemistry Laboratory |
| CHEM 101 | Chemistry in Society and |
| CHEM 102 | Chemistry in Society |
| CHEM 207 | General Chemistry and |
| CHEM 207L | General Chemistry Laboratory |
| CHEM 209 | General Chemistry and |
| CHEM 209L | General Chemistry Laboratory |
| PHYS 201 | College Physics and |
| PHYS 202 | College Physics |
| PHYS 221 | General Physics and |
| PHYS 222 | General Physics |
| GSCI 103 | General Physical Science and |
| GSCI 104 | General Physical Science |

MATHEMATICS—3 semester hours **

Students will choose at least one course listed below:

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| MATH 101 | Introduction to Mathematics |
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or any three or four credit hour mathematics course numbered
MATH 108 or above except MATH 111 Mathematics of Finance.

SOCIAL SCIENCES—15 semester hours

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|----------|---------------------------------------------------------------------|---|
| ECON 123 | Contemporary Economics or | |
| ECON 205 | Principles of Macroeconomics | 3 |
| HIST 101 | History of Civilization: Ancient World through Medieval Period or | |
| HIST 102 | History of Civilization: Renaissance through French Revolution or | |
| HIST 103 | History of Western Civilization: French Revolution to Present | 6 |
| | (students will choose 2 of 3 listed) | |
| PSCI 100 | Politics and Government or | |
| PSCI 101 | American Federal Government | 3 |
| SOCI 203 | General Sociology | 3 |

PHYSICAL EDUCATION—2 semester hours

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|------|--------------------------------------------------|---|
| GSPE | General Studies Physical Education Courses | 2 |
|------|--------------------------------------------------|---|

FOREIGN LANGUAGE—12 semester hours

Students in the B.A. program (not including education) are required to complete 12 semester hours in the same foreign language, except music students whose requirements must be approved by the chairs of the Music and English and Modern Languages departments. Two years of German or French or both are recommended for students who anticipate going to graduate or professional school. The foreign language requirement for the B.A. degree can be satisfied in any of the following ways:

1. By successfully passing the college Foreign Language Placement Test.

Beginning in the fall semester 1990, all students who have had course work in a foreign language and who wish to fulfill the foreign language requirement for the B.A. degree will take a placement test to determine their competency in that language. Placement tests in French, German, and Spanish will be administered by a member of the foreign language faculty during each preregistration period of the academic year. Performance on placement tests will be evaluated by a member of the foreign language faculty who, with the approval of the chair of the Department of English and Modern Languages, will determine the course level at which the student must begin his or her language study at Shepherd College.

A strong performance on the Foreign Language Placement Test may entitle the student to waive three, six, nine, or twelve credit hours, corresponding to one, two, three, or four semesters of foreign language study at Shepherd College. A student receives no credit for waived courses. Permission to retake a Foreign Language Placement Test rests with the chair of the Department of English and Modern Languages.

2. By receiving advanced placement credit for foreign language examinations.

A score of four on the advanced placement tests in French, German, or Spanish entitles a student to three hours credit in the same language, while a score of five entitles a student to six hours credit. No credit will be awarded for scores of three, two, or one.

3. By successfully completing CLEP tests in French, German, or Spanish.

For the College's policy on taking CLEP tests, see page 22 of this *Catalog*.

*It is recommended that students take ENGL 208 or 209 Survey of World Literature before taking ENGL 204 Survey of American Literature.

**Since major fields of study may have specific requirements for mathematics or science courses, students should consult their academic advisor in selecting these courses.

NOTE: Students cannot receive credit for ECON 123 after completing ECON 205 and ECON

SELECTING A MINOR

Students should be aware of the value and necessity of choosing a minor early in their college career, if they are not in a comprehensive major. Delaying this decision beyond the sophomore year may mean that the student will not be able to complete the degree program in four years.

PROGRAMS OF STUDY

BUSINESS ADMINISTRATION

Curriculum for a Major in Business Administration with a Concentration in General Business

The concentration in general business provides the student with flexibility in the job market, prepares generalists who should be able to meet changes in the specific employment needs of the business community.

Specific general studies requirements:

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|----------|------------------------------------|---|
| ECON 205 | Principles of Macroeconomics | 3 |
| MATH 154 | Finite Mathematics | 3 |

Total hours required for a major

Business core requirements

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|---------|----------------------------------|---|
| CIS 102 | Microcomputer Applications | 3 |
|---------|----------------------------------|---|

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| ACCT 201 and 202 | Introductory Accounting I and II | 6 |
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| ECON 206 | Principles of Microeconomics | 3 |
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| BADM 224 | Business Statistics | 3 |
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| BADM 212 | Business Law I | 3 |
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| BADM 310 | Principles of Management | 3 |
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|----------|-----------------|---|
| BADM 340 | Marketing | 3 |
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| BADM 400 | Financial Management | 3 |
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| BADM 407 | Business Strategy and Policy | 3 |
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General business requirements

One of the following accounting courses:

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| ACCT 305 | Managerial Accounting | 3 |
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| ACCT 329 | Intermediate Accounting I | 3 |
|----------|---------------------------------|---|

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|----------|------------------|---|
| ACCT 335 | Income Tax | 3 |
|----------|------------------|---|

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|----------|-----------------------|---|
| ACCT 336 | Cost Accounting | 3 |
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One of the following marketing courses:

| | | |
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| BADM 350 | Retailing | 3 |
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| BADM 352 | International Marketing | 3 |
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| BADM 365 | Promotional Strategy | 3 |
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| BADM 375 | Strategic Marketing | 3 |
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| BADM 395 | Consumer Behavior | 3 |
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| BADM 405 | Marketing Research | 3 |
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One of the following management courses:

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|----------|----------------------|---|
| BADM 321 | Labor Problems | 3 |
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| BADM 323 | Human Resource Management | 3 |
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| BADM 413 | Quantitative Methods | 3 |
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| PSYC 321 | Industrial/Organizational Psychology | 3 |
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Three additional elective courses are required. One must come from ACCT, BADM, CIS or ECON numbered 300 or higher, and two must come from the following list:

| | | |
|----------|-----------------------------------|---|
| BADM 205 | Calculus with Applications* | 4 |
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|---------|------------------------------------|---|
| CIS 211 | Computer Language Concepts** | 4 |
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|---------|----------------------------------------------|---|
| ADM 313 | Business Law II | 3 |
| IS 318 | Object-Oriented Programming with C++** | 3 |
| CCT 330 | Intermediate Accounting II | 3 |
| ADM 405 | Marketing Research | 3 |
| ADM 413 | Quantitative Methods* | 3 |
| CON 301 | Intermediate Microeconomic Analysis*** | 3 |
| CON 303 | Managerial Economics*** | 3 |
| CON 305 | Money and Banking*** | 3 |

Students minoring in mathematics may not use these courses to fulfill the above requirement.

*Students minoring in programming and information systems may not use these courses to fulfill the above requirement.

**Students minoring in economics or seeking a double major in business and economics may not use these courses to fulfill the above requirement.

NOTE: Students cannot receive credit for ECON 123 after completing ECON 205 and ECON 206.

Students should complete MATH 154, ACCT 201, ACCT 202, CIS 102, BADM 224, BADM 202, ECON 205, and ECON 206 during their first two years of study.

Curriculum for a Major in Business Administration with a Concentration in Entrepreneurship and Small Business Management

The concentration in entrepreneurship and small business management is designed to provide students with the knowledge and skills to facilitate the creation, development, and operational management of small businesses.

Specific general studies requirements:

| | | |
|------------------------------------------|------------------------------------|----|
| ECON 205 | Principles of Macroeconomics | 3 |
| MATH 154 | Finite Mathematics | 3 |
| Total hours required for the major | | 48 |
| Business core requirements | | 30 |

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|------------------|----------------------------------------|---|
| CIS 102 | Microcomputer Applications | 3 |
| ACCT 201 and 202 | Introductory Accounting I and II | 6 |
| ECON 206 | Principles of Microeconomics | 3 |
| BADM 212 | Business Law I | 3 |
| BADM 224 | Business Statistics | 3 |
| BADM 310 | Principles of Management | 3 |
| BADM 340 | Marketing | 3 |
| BADM 400 | Financial Management | 3 |
| BADM 407 | Business Strategy and Policy | 3 |

Entrepreneurship and small business management concentration requirements 18

Required courses, 15 hours:

| | | |
|----------|--------------------------------------------------|---|
| BADM 311 | Small Business Management | 3 |
| BADM 350 | Retailing | 3 |
| BADM 411 | Entrepreneurship and New Venture Formation | 3 |
| BADM 365 | Promotional Strategy | 3 |
| BADM 405 | Marketing Research | 3 |

Electives from the following courses, 3 hours:

| | | |
|----------|------------------------------------------|---|
| BADM 345 | Written Communications in Business | 3 |
| BADM 313 | Business Law II | 3 |
| ACCT 305 | Managerial Accounting | 3 |
| BADM 323 | Human Resource Management | 3 |

BADM 292 OR

| | | |
|----------|-------------------------------------------|---|
| BADM 392 | Internship or Cooperative Education | 3 |
|----------|-------------------------------------------|---|

NOTE: Students cannot receive credit for ECON 123 after completing ECON 205 and ECON 206.

Curriculum for a Major in Business Administration with a Concentration in Programming

Specific general studies requirements:

| | | |
|----------------------------------------------------------|---------------------------------------------------------|----|
| ECON 205 | Principles of Macroeconomics | 3 |
| MATH 154 | Finite Mathematics | 3 |
| Total hours required for a major | | 47 |
| General studies requirements | | 47 |
| General electives | | 16 |
| Comprehensive major requirements | | 65 |
| Business core requirements | | 30 |
| CIS 102 | Microcomputer Applications | 3 |
| ACCT 201 and 202 | Introductory Accounting I and II | 6 |
| ECON 206 | Principles of Microeconomics | 3 |
| BADM 224 | Business Statistics | 3 |
| BADM 212 | Business Law I | 3 |
| BADM 310 | Principles of Management | 3 |
| BADM 340 | Marketing | 3 |
| BADM 400 | Financial Management | 3 |
| BADM 407 | Business Strategy and Policy | 3 |
| Programming concentration requirements | | 20 |
| Required courses, 12 hours: | | |
| CIS 211 | Computer Language Concepts | 4 |
| CIS 384 | File Structure and Processing | 3 |
| CIS 385 | Assembly Language Program. & Computer Organization | 4 |
| CIS 417 | Advanced Application Programming | 3 |
| Electives from any computer information sciences courses | | |
| CIS 300 to CIS 499 | | 6 |

Students should complete MATH 154, ACCT 201, ACCT 202, CIS 102, BADM 224, BADM 212, ECON 205, and ECON 210 during their first two years of study.

NOTE: Students cannot receive credit for ECON 123 after completing ECON 205 and ECON 206.

CHEMISTRY

Option II: Biochemistry Track*

Required chemistry and auxiliary courses

| | | |
|-----------|--------------------------|---|
| CHEM 329 | Biochemistry I | 3 |
| CHEM 329L | Biochemistry Lab I | 1 |
| CHEM 330 | Biochemistry II | 3 |
| CHEM 330L | Biochemistry Lab | 1 |

*NOTE: Students in Biochemistry Track must minor in Biology, Option II: Molecular Tra
Students in Biochemistry Track may take MATH 205 and MATH 314 in place of MATH 212 and Math 208.

COMPUTER AND INFORMATION SCIENCES

Curriculum for a Comprehensive Major in Computer and Information Sciences

This comprehensive program provides students with the concepts and skills necessary to develop and manage state-of-the-art computer information systems. The interdisciplinary nature of the program reflects the importance of information systems in virtually every kind of organization. Graduates of the program will be prepared to apply their knowledge professionally and to pursue graduate training.

| | |
|-------------------------------------------------------------------------------------|----|
| Comprehensive major requirements | 65 |
| Core requirements | 17 |
| CIS 102 Microcomputer Applications | 3 |
| CIS 104 Introduction to Computer and Information Sciences | 3 |
| CIS 211 Computer Language Concepts | 4 |
| CIS 385 Assembly Language Program. & Computer Organization | 4 |
| CIS 388 Database Management Systems | 3 |
| Computer Programming and Information Systems (CPIS) Option | 48 |
| Required business and mathematics course, 21 hours | |
| MATH 154 Finite Mathematics | 3 |
| CCT 201, 202 Introductory Accounting I and II | 6 |
| ADM 224 Business Statistics | 3 |
| ADM 310 Principles of Management | 3 |
| ADM 345 Written Communications in Business | 3 |
| ADM 413 Quantitative Methods | 3 |
| Required computer courses, 15 hours: | |
| CIS 287 Systems Analysis and Design | 3 |
| CIS 318 Object-oriented Programming with C++ | 3 |
| CIS 384 File Structures and Processing | 3 |
| CIS 417 Advanced Application Programming | 3 |
| CIS 418 Management Information Systems OR | 3 |
| CIS 419 Data Communications and Local Area Networks | 3 |
| Electives from the following courses, 12 hours: | |
| Any computer course numbered CIS 200 through CIS 499 | |
| MATH 205 Calculus with Applications | 4 |
| MATH 254 Discrete Mathematics | 3 |
| Computer Sciences (CS) Option | 48 |
| Required mathematics courses, 17 hours | |
| MATH 207 Calculus I | 4 |
| MATH 208 Calculus II | 4 |
| MATH 254 Discrete Mathematics | 3 |
| MATH 307 Introduction to Linear Algebra | 3 |
| MATH 321 Probability and Statistics | 3 |
| Required computer courses, 19 hours | |
| CIS 212 Advanced Computer Language Concepts | 4 |
| CIS 331 Programming Languages | 3 |
| CIS 341 Data Structures | 3 |
| CIS 390 Operating Systems | 3 |
| CIS 431 Analysis and Design of Algorithms | 3 |
| CIS 485 Directed Research in Computer and Info Sciences | 3 |
| Electives from the following courses, 12 hours | |
| Any computer course numbers CIS 200 through CIS 499 | |
| MATH 318 Numerical Analysis | 3 |

Curriculum for a Minor in Computer and Information Sciences

| | |
|-----------------------------------------------------------------|----|
| Total hours required for a minor | 16 |
| Required courses, 6 hours: | |
| CIS 211 Computer Language Concepts | 4 |
| CIS 384 File Structures and Processing | 3 |
| Electives from any CIS courses: CIS 200 to CIS 499 | 9 |

EDUCATION

Curricular Policies for Teacher Education

The following curricular policies are common to all teaching specializations. Please refer to the specialization area handbook for specific policies for your area of interest.

1. No more than seven years must have elapsed between completing any course in specialty, endorsement, and professional studies areas and the completion of the teacher education program. In order to complete a teacher education program:
 - A. Students must complete within seven years the requirements of the *Catalog* in effect at the time of their most recent admission to Shepherd College. Students may elect to graduate under a subsequent *Catalog* but may not split *Catalog* requirements.
 - B. Students must complete within seven years the requirements of the specialization handbook in effect at the time of their most recent admission to the teacher education program. They may elect to graduate under a subsequent handbook but may not split handbook requirements.
 - C. Policies and procedures published in the specialization handbook at the time of the most recent admission to the teacher education program supersede those requirements in the *Catalog* under which the student matriculated if they are different.
 - D. State-mandated changes, if they occur, override requirements in both the *Catalog* and specialization handbooks on an implementation schedule determined by the state.
 - E. Conflicts arising from A–D above are submitted to and resolved by the professional education unit council.
2. Once a student has been admitted to Shepherd College, transfer course work to be applied to meeting specialty studies, endorsement, and professional studies requirements must be approved. In the case of specialty and endorsement courses, approval must come from the specialization coordinator or his/her designee. In the case of professional studies, the approval must come from the chair of the Department of Education or his/her designee. It is the student's responsibility to provide sufficient information regarding the courses under consideration to permit an informed judgment based on the content and thematic requirements of the teacher education program.
3. All students seeking elementary or secondary education degrees must satisfy the requirements for graduation that apply to all Shepherd College graduates and, in addition, maintain at least a GPA of 2.5 in education (consists of Professional Education Specialty Studies Curriculum) and a GPA of 2.5 overall.
4. Advisors will not permit advisees to enroll in courses for which prerequisites are not met, except in extreme cases. It is the student's responsibility to establish a documented case justifying the exception.
5. Each specialization and endorsement area determines the courses which must be satisfactorily completed prior to student teaching.
6. All required professional education courses except the student teaching seminar and capstone seminar must be completed prior to student teaching.
7. Specialization and endorsement areas may identify critical courses and experiences which require more rigorous levels of performance than the minimums established by the professional education unit.

Elementary Education

The purposes of elementary education multi-subjects specialization are:

1. To promote teachers who are reflective problem solvers in the daily workplace of elementary schools;

2. To promote teachers who plan and implement a learning environment responsive to the social and psychological conditions which characterize their school;
3. To promote a strong background in child development and related pedagogical practices;
4. To provide teachers with a wide range of teaching methodologies and strategies across many content areas;
5. To promote a broadly based understanding of elementary school and its place and function in society; and
6. To promote a desire for continued investigation of the teaching/learning dialectic beyond the undergraduate preparation.

Professional Education for Elementary Education

| | |
|----------------------|---------------------------------------------------------|
| Hours required | 42 |
| EDUC 150 | Seminar in Education 1 |
| EDUC 200 | Foundations of Education 3 |
| EDUC 250 | Social and Psychological Conditions of Learning 5 |
| EDUC 350 | Integrated Pedagogy I 9 |
| EDUC 351 | Integrated Pedagogy II 9 |
| EDUC 400 | Student Teaching Seminar 3 |
| EDUC 450 | Student Teaching K-4, 5-8 9 |
| EDUC 460 | Senior Capstone Seminar (subject to approval) 3 |

Students should be mindful that as of July 1994 an overall GPA of at least 2.5 will be required for a West Virginia teaching license or a degree in teacher education.

Specialty Studies for Elementary Education K-8 Multi-Subjects

| | |
|----------------------|-------------------------------------------------------|
| Hours required | 37 |
| MSC 100 | Music as an Art and Science 2 |
| MSC 226 | Music Materials and Procedures 3 |
| AED 323 | Aesthetic Inquiry 3 |
| ETH 301 | Health and Safety in the Elementary School 3 |
| PE 110 | Elementary School PE Activities 3 |
| HT 201 | History of the United States to 1865 3 |
| HT 202 | History of the United States, 1865 to Present 3 |
| HT 309 | West Virginia and the Appalachian Region 3 |
| GOG 101 | Principles of World Geography 3 |
| B/L 100 | Life Science for Elementary Teachers 4 |
| CEM 100 | Chemical Science 3 |
| CEM 100L | Chemical Science Laboratory 1 |
| MTH 300 | Mathematics for Elementary Teachers 3 |

In addition to these courses, two additional courses are required: GSCI 103, and GSCI 104. The last two courses fulfill general studies requirements in science. This core of courses is currently under revision. Math 101 is a prerequisite for MATH 300.

Electives: Students are encouraged to pursue a concentration in a content area through the use of their elective hours. Students are encouraged to select upper division courses for these electives. A variety of options for such concentrations and courses can be discussed with an advisor.

Other Requirements: The Department of Education has the responsibility for both the professional studies and specialty studies components of the elementary education specialization, so the student's advisor will be from this department. Students should consult the elementary education specialization handbook for the most up-to-date policies, procedures, and requirement for this specialization.

Secondary Education

The secondary certification includes 9-12 and possibly one or more of the following grade ranges K-4 or 5-8. The significance of these is that evaluated practical experience is required in each grade range appropriate to the certification program. The required courses in professional studies are listed below. See individual specialization areas for specialty curriculum.

Professional Studies Core for Secondary Education

| | | |
|----------------------|-------------------------------------------------------|-----|
| Hours required | | |
| EDUC 150 | Seminar in Education | 1 |
| EDUC 200 | Foundations of Education | 3 |
| EDUC 250 | Social and Psychological Conditions of Learning | 5 |
| EDUC 370 | Creating Learning Environments | 4 |
| EDUC 4XX | Special Methods | 3-6 |
| EDUC 400 | Student Teaching Seminar | 3 |
| EDUC 435 | Special Methods Practicum | 2 |
| EDUC 45X | Student Teaching | 9 |

ENGINEERING

In addition to the Associate of Science degree in engineering, described in the Community College section of this *Catalog*, a minor in engineering is offered.

Curriculum for a Minor in Engineering

| | | |
|--------------------------------------|------------------------------------------------------|------|
| Total hours required | | 46 |
| Required engineering courses | | 18 |
| ENGR 101 | Introduction to Engineering Design | 3 |
| ENGR 102 | Engineering Computer Applications | 3 |
| ENGR 221 and 222 | Introduction to Electrical Engineering and Lab | 4 |
| ENGR 241 | Engineering Statics | 3 |
| Required related courses | | 28 |
| CHEM 207 and 207L | General Chemistry and Lab | 4 |
| CHEM 209 and 209L | General Chemistry and Lab | 4 |
| PHYS 221, 222 | General Physics | 8 |
| MATH 207 | Calculus I | 4 |
| MATH 208 | Calculus II | 4 |
| Three of the following courses | | 9-11 |
| ENGR 224 and 225 | Electrical Circuits and Lab | 4 |
| ENGR 242 | Engineering Dynamics | 3 |
| ENGR 243 | Engineering Mechanics of Materials | 3 |
| ENGR 301 | Engineering Thermodynamics | 3 |
| MATH 309 | Calculus III | 4 |
| MATH 401 | Differential Equations | 4 |

ENGLISH-LANGUAGE ARTS EDUCATION

Special Requirement for Students with a Teaching Field in English Language Arts Grades 5-12

In addition to the coursework required for the specialization, all prospective student teachers must participate in at least TWO "laboratory" activities in language arts—writing a college publication (newspaper, literary magazine), taking part in forensic activities, taking part in theatrical activities, working for the College radio station, being an English tutor, taking Practicum in English, or participating in some other activity approved in advance by the advisor and the department chair.

Curriculum for a Teaching Field in Language Arts 5-8

Total hours required for a teaching field 26*

Required courses:

| | | |
|----------|--------------------------------------------|---|
| EDUC 421 | Special Methods of Teaching English | 3 |
| ENGL 203 | Adolescent Literature OR | |
| BSC 303 | Library Materials for Adolescents | 3 |
| ENGL 300 | Greek Mythology | 3 |
| ENGL 310 | Survey of British Literature I | 3 |
| ENGL 311 | Survey of British Literature II | 3 |
| ENGL 355 | American Ethnic Literature | 3 |
| ENGL 360 | Literature and the Sexes | 3 |
| ENGL 370 | Modern Grammar OR | |
| ENGL 372 | Advanced Composition OR | 3 |
| ENGL 377 | Peer Tutoring and Composition Theory | 3 |
| ENGL 408 | Seminar in English | 1 |
| ENGL 476 | Practicum in English OR | |
| ENGL 477 | Practicum in English OR | |
| ENGL 478 | Practicum in English OR | |
| ENGL 479 | Practicum in English | 1 |

*This total of 26 hours is in addition to the 12 hours of general studies requirements in English as listed under the Program of General Studies.

LIBRARY SCIENCE

Curriculum for a Minor or a Teaching Field in School Library-Media (K-12)

Required courses 24

| | | |
|----------|------------------------------------------------------|---|
| LIBC 302 | Library Materials for Children | 3 |
| LIBC 303 | Library Materials for Adolescents | 3 |
| LIBC 306 | Reference and Bibliography | 3 |
| LIBC 310 | Instructional Media | 3 |
| LIBC 316 | Cataloging and Classification | 3 |
| LIBC 318 | Library Practice | 3 |
| LIBC 327 | School Library Organization and Administration | 3 |
| LIBC 305 | Audio-Visual Aids | 3 |

MATHEMATICS

Curriculum for Teaching Field Grades 5-8 General Mathematics (Through Algebra I) Elementary Endorsement or Middle School Certification (requires another Teaching Field)

Total hours required 26-28

Content skill level:

| | | |
|----------|------------------------|---|
| ACN 050* | Consumer Mathematics | |
| MAH 105 | Algebra | 3 |
| MAH 106 | Trigonometry | 3 |
| MAH 108 | Precalculus | 3 |
| MAH 200 | College Geometry | 2 |

Additional mathematics education:

| | | |
|---------|--------------------------------------------------------------------|---|
| MAH 101 | Introduction to Mathematics (<i>general studies requirement</i>) | |
| MAH 300 | Mathematics for Elementary Teachers | 3 |

| | | |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------|---|
| MATH 314 | Statistics | 3 |
| Professional mathematics education: | | |
| EDUC 360 | Survey of Exceptional Children | 3 |
| EDUC 316 | Methods in Science and Mathematics (for elementary education)** OR | |
| EDUC 420 | Special Methods of Teaching Mathematics (for secondary education)** (<i>professional studies requirement</i>) | |

*Course may be waived by departmental competency test.
**One of these courses is also part of the Professional Education Program requirements.

MUSIC

The Department of Music strives to inspire student growth in creative, artistic, and professional terms by providing a climate conducive to the development of the comprehensive musician. This is achieved through a highly personalized and student-centered approach to the development of a unified core of musical experiences. Toward this end, the program is designed:

1. To develop performance and/or compositional skills which exhibit artistic integrity and competence;
2. To establish and foster music ensembles which demonstrate the highest standards of artistic excellence.
3. To foster student inquiry, interaction, and self-discovery;
4. To provide a strong foundation for future graduate study in the field of music;
5. To train students seeking public school music careers according to approved standards of teacher education;
6. To develop student capacity to communicate music and its role in society to others;
7. To develop the aesthetic sense of the general student in terms of musical understanding, appreciation, and perception;
8. To provide avocational opportunities for interested students through participation in the various music ensembles and other music activities; and
9. To enhance the image of the School of the Arts and Humanities, the Department of Music, and the College by serving as a hub of artistic activity for the community.

Special Requirements for Music Majors

- I. Sophomore Comprehensive Music Exam
 - A. All sophomore music majors must take a comprehensive music exam prior to registration for their junior-year classes. The exam will be administered in the second semester and the results distributed before the registration period for fall courses. The exam will be offered in the first semester as needed and the results distributed before the registration period for spring courses. Students must receive a passing score on the exam to enroll in junior-level music courses.
 - B. The aural skills aspect of the sophomore competency exam will be satisfied by passing MUSC 304. Students failing to pass MUSC 304 will not be allowed to register for junior level courses and must register for a 300 level sight singing/aural skills exam following semester at the conclusion of which the student may demonstrate requisite skills to continue in the music program.
- II. Piano Proficiency
 - A. All music education majors are required to demonstrate proficiency in piano before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block in the senior year.
 - B. This proficiency may be met in the following ways:
 1. Enrollment in class piano for two consecutive semesters (MUSC 135 and 136)
 2. Completion of a piano proficiency examination by the end of the sophomore year (a portion of the sophomore comprehensive exam).

- C. Each exam will consist of the following:
 1. Any version of "The Star Spangled Banner" and "America,"
 2. A prepared harmonization of a simple folk tune or song,
 3. A sight-read harmonization,
 4. Any two-part combination in an open score SATB anthem,
 5. Performance of transpositions in the following keys: B-Flat, F, E-Flat.
- D. Students will audition at the beginning of their freshman year for placement in the appropriate class piano level. Students who can demonstrate proficiency in the exam requirements will be exempt from class piano study and the keyboard proficiency examination. Students who cannot demonstrate this proficiency should enroll in class piano courses until their proficiency requirement is satisfied.

Ensemble Participation

- A. Music majors are required to participate in the appropriate ensemble[†] every semester of their college careers, with or without credit, save for the semester during which they are doing directed teaching.
- B. Students are encouraged to participate in other instrumental and vocal ensembles in addition to the basic band or choir involvement. Under certain rare circumstances, such an ensemble may count singly as satisfying the ensemble participation requirement for a given semester. This is contingent upon the approval of the appropriate ensemble[†] director, the student's advisor, and the department chair.
- C. Participation in any ensemble is interpreted to mean attendance at all rehearsals and participation in all programs and concerts presented by that ensemble. Individual exceptions to this rule are left to the discretion of the ensemble director as determined during the registration procedures.
- D. Ensemble directors will determine whether or not the ensemble requirement has been met. The director will notify the student's advisor, the student, and the department chair.
- E. Students may petition the department to be excused from that semester's portion of the ensemble participation requirement.
- F. Bachelor of Arts in music students should refer to the specific requirements relative to ensemble participation as listed under the concentration area elsewhere in the *Catalog*.

[†] The term "appropriate ensemble" is determined to refer to either Band APMU 350 or Choir APMU 360. Instrumental emphasis majors will take band each semester; vocal emphasis majors will take choir each semester. Keyboard and guitar emphasis majors may choose which of the two is most suitable to their goals. Piano emphasis majors may substitute keyboard ensemble as their appropriate ensemble after their fourth semester.

V. Private Applied Lesson Requirement

Music majors are required to enroll for private applied lessons on their major instrument with an appropriate resident Shepherd College faculty member every semester prior to their graduation. Only those music education majors who have completed their senior recital may waive the requirement during the semester of directed teaching. Should the student desire supplementary lessons by someone other than College faculty, such lessons are at the discretion of the student and should be discussed with the department chair and/or the College applied instructor.

Music Attendance Requirement

All Shepherd College students majoring in music are required to attend a minimum of 100 concert/recitals prior to graduation. A list of numbered, approved events will be circulated each semester. Attendance cards will be distributed to each music major. It is the student's responsibility to bring the card to the designated record keeper following each event attended.

VI. Senior Music Activity

- A. The senior music activity for music education and studio pedagogy majors will assume one of the following forms:
 1. *Recital* (minimum of one-hour total time)
The recital will involve a minimum of 45 minutes of actual music on one or more instruments.
 2. *Lecture-Recital* (minimum of one-hour total time)
The lecture-recital will involve a minimum of 25 minutes of actual music, and pertinent comments relative to the works presented.
 3. *Project*
The project is regarded as a creative laboratory experience, and could take the form of original composition, arranging, conducting, innovative pedagogy, etc. Thesis-like papers as such do not satisfy the intent of the project. It is expected that the project will consume as much preparation time as a recital or lecture-recital.
 4. *Recital-Project*
A student may perform a half-recital (computed as 25 minutes of actual music) and also complete a project in order to satisfy the equivalent preparation time of a recital or a lecture-recital.
- B. Students concentrating in performance in the Bachelor of Arts program are required to present a senior recital. Successful completion of the junior recital is a prerequisite.
- C. Students concentrating in composition in the Bachelor of Arts program are required to present a performance of their own music containing no less than 45 minutes of actual music.
- D. Procedure:
 1. During the junior year the student and his or her advisor will determine the type of the senior music activity. Following this, the student shall submit a typewritten proposal to each full-time music faculty member. The proposal must provide a partial listing of the music to be presented in the case of recitalists or a complete but specific description of the activity to be undertaken. The proposal must also include a projected completion date.
 2. All students proposing to perform an activity must provide the department chair with a list of no fewer than three preferred performance dates and, if appropriate, performance venues, to be submitted no later than the semester preceding the activity.
 3. The student must assume total responsibility for personnel, rehearsals, staging, etc.
 4. Once a date has been determined for presentation or completion of the senior music activity, that date will not be changed.
 5. Recitals will be presented in the music recital hall (M-08). The faculty reserves the right to designate other performance venues as they deem appropriate.
 6. The full-time music faculty member most identified with the musical area of the student's senior music activity will serve as the advisor in conjunction with the student's regular advisor and/or teacher if the two are not the same. The student must take the basic initiative for his or her own progress, and must maintain regular contact with his or her advisor(s).
 7. Students completing a project or recital-project will submit a copy of the completed project to each member of the music faculty on or prior to the projected completion date. These copies are to be in approved finished form.
 8. Subsequent to the realization of the senior music activity, the music faculty will convene to determine whether or not the requirement has been successfully fulfilled, and so notify the student and the Office of the Registrar.

VII. Junior Recital

All music majors in the Bachelor of Arts program, performance concentration, must present

an approved recital during their junior year. Except for rare exception, these recitals shall be held in the recital hall. The junior recital is optional for all other music majors. Procedural items 2, 4, and 8 also apply to junior recitals.

III. Performance Levels

All music majors must achieve the appropriate performance level to meet graduation requirements. Levels are achieved through the music jury process which is held one week before final exams each semester. The appropriate levels are: performance emphasis, VIII; studio pedagogy and music education, VI; composition, V. A level V must be assigned before a student may perform a junior or senior recital. A level V must be achieved before a student is permitted to enroll in APMU 400 level private lesson courses.

Exit Exam

As a culmination of the senior seminar, students will be administered the GRE (Graduate Record Examination) Practice Music Examination. Score standards adopted by the music faculty will determine pass/fail outcomes of the test and the course.

PSYCHOLOGY

Curriculum for a Major in Psychology

The curriculum for a major in psychology requires 34 hours. Sixteen hours are required, and 18 additional hours are to be selected from a prescribed listing. (Note: With permission of the chair of the Department of Social Science and the student's advisor, six of the 18 elective hours may be career-track electives. These are courses that clearly relate to the student's career plans, but they cannot overlap with courses comprising the student's minor field of study.)

Required hours: 16

| | | |
|-----------|-----------------------------------------|---|
| P/C 203 | Introduction to Psychology | 3 |
| P/C 204 | General Psychology | 3 |
| P/C 400 | Experimental Psychology | 4 |
| P/C 420 | History and Systems of Psychology | 3 |
| MTH 314** | Statistics | 3 |

Electives 18

Restricted electives, Group I (choose two courses)

| | | |
|---------|--------------------------------------------|---|
| PSC 362 | Psychology of Learning and Cognition | 3 |
| PSC 363 | Physiological Psychology OR | 3 |
| SYC 361 | Survey of Physiological Psychology | 3 |
| PSC 415 | Tests and Measurement | 3 |

Restricted electives, Group II (choose two courses)

| | | |
|---------|---------------------------------|---|
| PSC 305 | Social Psychology | 3 |
| PSC 310 | Psychology of Personality | 3 |
| PSC 360 | Abnormal Psychology | 3 |

Free electives (choose a minimum of two courses)

| | | |
|---------|--------------------------------------------|---|
| ELC 302 | Educational Psychology | 3 |
| PSC 301 | Adolescent Development | 3 |
| PSC 311 | Introduction to Clinical Psychology | 3 |
| PSC 312 | Practicum in Psychology I | 3 |
| PSC 313 | Practicum in Psychology II | 3 |
| PSC 314 | Field Experience in Art Therapy | 3 |
| PSC 316 | Art Therapy | 3 |
| PSC 320 | Human Sexual Behavior | 3 |
| PSC 321 | Industrial/Organizational Psychology | 3 |
| PSC 325 | Health Psychology | 3 |
| PSC 326 | Psychology of Substance Abuse | 3 |
| PSC 328 | Dance Therapy | 3 |
| PSC 330 | Family Therapy | 3 |

| | | |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|
| PSYC 364 | Lifespan Developmental Psychology | 3 |
| PSYC 404 | Psychology Seminar | 3 |
| PSYC 430 | Humanistic Psychology | 3 |
| PSYC 440 | Group Psychotherapy | 3 |
| FACS 304 | Child Development | 3 |
| PSYC 299, 399, 499 | Special Topics in Psychology courses | 1-3 |
| **MATH 205 Calculus with Applications or BADM 224 Business Statistics may be substituted for MATH 314 Statistics. | | |

Curriculum for a Minor in Psychology

| | | |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|
| Total hours required for a minor in psychology | | 21 |
| Required courses | | 11 |
| PSYC 203 | Introduction to Psychology | 3 |
| PSYC 204 | General Psychology | 3 |
| PSYC 400 | Experimental Psychology | 4 |
| MATH 314** | Statistics | 3 |
| Electives | | 10 |
| Restricted electives, Group I (choose one course) | | |
| PSYC 362 | Psychology of Learning and Cognition | 3 |
| PSYC 363 | Physiological Psychology OR | 3 |
| PSYC 361 | Survey of Physiological Psychology | 3 |
| PSYC 415 | Tests and Measurement | 3 |
| Restricted electives, Group II (choose one course) | | |
| PSYC 305 | Social Psychology | 3 |
| PSYC 310 | Psychology of Personality | 3 |
| PSYC 360 | Abnormal Psychology | 3 |
| Free electives (choose a minimum of two courses) | | |
| EDUC 302 | Educational Psychology | 3 |
| PSYC 301 | Adolescent Development | 3 |
| PSYC 311 | Introduction to Clinical Psychology | 3 |
| PSYC 312 | Practicum in Psychology I | 3 |
| PSYC 313 | Practicum in Psychology II | 3 |
| PSYC 314 | Field Experience in Art Therapy | 3 |
| PSYC 316 | Art Therapy | 3 |
| PSYC 320 | Human Sexual Behavior | 3 |
| PSYC 321 | Industrial/Organizational Psychology | 3 |
| PSYC 325 | Health Psychology | 3 |
| PSYC 326 | Psychology of Substance Abuse | 3 |
| PSYC 328 | Dance Therapy | 3 |
| PSYC 330 | Family Therapy | 3 |
| PSYC 364 | Lifespan Developmental Psychology | 3 |
| PSYC 404 | Psychology Seminar | 3 |
| PSYC 420 | History and Systems of Psychology | 3 |
| PSYC 430 | Humanistic Psychology | 3 |
| PSYC 440 | Group Psychotherapy | 3 |
| FACS 304 | Child Development | 3 |
| PSYC 299, 399, 499 | Special Topics Psychology courses | 1-3 |
| **MATH 205 Calculus with Applications or BADM 224 Business Statistics may be substituted for MATH 314 Statistics. | | |

RECREATION AND LEISURE STUDIES

The recreation and leisure studies curriculum prepares students for careers in travel/ tourism, sport and fitness clubs, sports medicine clinics, commercial recreation agencies, resorts, corporate fitness centers, amateur and professional sport promotions and management, social agencies, nursing homes, etc. Students majoring in this area will earn a B.S. degree with a concentration in one of the following specializations:

Commercial Recreation/Tourism

This specialization prepares students for management positions in recreation. The curriculum blends business and hospitality with recreation to prepare individuals to work in commercial and tourism industries such as theme parks, resorts and conference programming.

Sport Communication

This specialization prepares students for careers in radio and TV sport broadcasting. Students become proficient in single camera operations, video editing, script writing, music sound production and advertising.

Sport Fitness

This specialization prepares students for careers in corporate fitness programs, commercial health/fitness clubs, cardiac rehabilitation centers, sport medicine clinics, social agencies, and amateur sports.

Sport Management

The course offerings in this specialization span several disciplines, with a strong emphasis in business. Career opportunities exist in professional athletics, facilities management, sports marketing.

Therapeutic Recreation

This specialization prepares students to receive hands-on working experience in hospitals, nursing homes, and other agencies that deal with physically and mentally handicapped, disabled and terminally ill patients. Students learn to design and present programs that help clients achieve optimum personal independence. Internships are completed under the guidance of a Certified Therapeutic Recreation Specialist (CTRS) and become a part of the professional team.

Out-of-Class Requirements for Recreation and Leisure Studies

Majors

The following requirements must be met for graduates to become aware of the many changes occurring in the leisure services profession:

1. It is REQUIRED that each major be an active member of an approved state or national organization in his or her specialization during the sophomore and junior years.
2. It is REQUIRED that all recreation majors attend two or more state and/or national conferences in their specialization during the sophomore and junior years.

Curriculum for a Comprehensive Major in Recreation and Leisure Studies

| | |
|----------------------------|------|
| Total hours required | 128 |
| General studies | 47 |
| Electives | 7-11 |
| Core requirements | 46 |

| | |
|-------------------------------------|--------------------------------------|
| Specialization | 24-28 |
| HLTH 225 | First Aid/CPR |
| HLTH 300 | Substance Use and Abuse |
| RECR 140 | Intro. to Leisure Studies |
| RECR 210 | Leisure Activities |
| RECR 216 | Rec. Programming |
| RECR 320 | Facilities Management |
| RECR 335 | Leisure for the Aging |
| RECR 370 | Environmental Education |
| RECR 407 | Admin. of Leisure Services |
| CIS 102 | Microcomputer Applications |
| BADM | Principles of Management |
| Choose one of the following, 3 hrs: | |
| SOWK 402 | Social Gerontology |
| PSYC 399 | Psychological Aspects of Aging |
| RECR 399 | Late Adulthood Issues |

| | |
|----------|---------------------|
| RECR 449 | Pre-Practicum |
| RECR 450 | Internship |
| | Electives |

Specializations (Choose one of five):

| | |
|-------------------------------------------------|--------------------------------------|
| Sport Communication Specialization | 28 |
| COMM 205 | Writing for the Media |
| COMM 210 | Interviewing and Listening |
| COMM 211 | Introduction to Broadcasting |
| COMM 213 | Radio Announcing |
| COMM 215 | Interpersonal Communication |
| COMM 313 | Broadcasting Laboratory |
| COMM 350 | Single Camera Production |
| RECR 324 | Sport Writing |
| RECR 355 | Sport Photography |
| RECR 350 | Field Experience in Recreation OR |
| COMM 450 | Field Experience in Recreation |

Commercial Recreation/Tourism Specialization

| | |
|----------|------------------------------------------------------|
| ACCT 201 | Introductory Accounting I |
| ACCT 202 | Introductory Accounting II |
| HMRM 207 | Survey of Food Service |
| HMRM 303 | Lodging Management |
| BADM 323 | Human Resource Management |
| BADM 340 | Marketing |
| RECR 125 | Introduction to Commercial Recreation/ Tourism |
| RECR 350 | Field Experience in Leisure Services |

Sport Fitness Specialization

| | |
|----------|------------------------------------------------|
| FACS 318 | Nutrition |
| HLTH 103 | Personal Health |
| HLTH 200 | Health and Wellness |
| HLTH 390 | Exercise Prescription |
| PHED 370 | Applied Anatomy and Physiology |
| PHED 380 | Perceptual Motor Learning |
| PHED 405 | Applied Kinesiology |
| ATHC 224 | Care and Prevention of Athletic Injuries |

| | |
|-------------------------------------------------------------------|----|
| Sport Management Specialization | 24 |
| CCT 201 Introductory Accounting I | 3 |
| CCT 202 Introductory Accounting II | 3 |
| ADM 212 Business Law I | 3 |
| ADM 340 Marketing | 3 |
| ADM 365 Promotional Strategy | 3 |
| ADM 400 Financial Management | 3 |
| ECR 108 Introduction to Sport Studies | 3 |
| ECR 228 Sport Administration | 3 |
| Therapeutic Recreation Specialization | 24 |
| ECR 115 Introduction to Therapeutic Recreation | 3 |
| ECR 331 Medical Terminology for Therapeutic Recreation | 3 |
| ECR 350 Field Experience in Leisure Services | 3 |
| ECR 430 Therapeutic Recreation Programming | 3 |
| ECR 431 Issues and Trends in Therapeutic Recreation | 3 |
| PED 370 Applied Anatomy and Physiology | 4 |
| PED 380 Perceptual Motor Learning | 2 |
| PED 401 Teaching Adapted Physical Education | 3 |

Curriculum for a Minor in Leisure Studies

| | |
|----------------------------------------------------------------------|----|
| Total hours required for a minor | 24 |
| ETH 225 First Aid/CPR | 3 |
| RCR 140 Introduction to Leisure Studies | 3 |
| RCR 216 Recreation Programming | 3 |
| RCR 115 Introduction to Therapeutic Recreation | 3 |
| RCR 125 Introduction to Commercial Recreation and Tourism | 3 |
| RCR 320 Facilities Management | 3 |
| RCR 370 Environmental Education | 3 |
| RCR 407 Administration of Leisure Services | 3 |

SOCIAL WORK

Accredited by the Council on Social Work Education, Shepherd College offers a four-year liberal arts curriculum leading to a Bachelor of Science degree in social work. The curriculum has been designed to provide for a broad educational base in the humanities, the biological sciences, the social and behavioral sciences, creative arts, and communication, together with a sequenced program of social work courses. The primary purpose of the social work program is to prepare generalist beginning-level social work professionals to perform two basic tasks:

1. To help clients deal effectively with existing or potential problems, tasks, or needs that they identify in their interaction with the world around them, and
2. To contribute to the development of the knowledge base, and policies and practices in the agency, local community, and community-at-large which influence the quality of life and services to clients.

The course content also is appropriate to the preparation of students for admission to graduate schools of social work offering advanced professional education.

Preparation for practice includes classroom instruction, audiovisual laboratory experience, observation, field work experience, community and on-campus workshops, and an intensive program of academic and professional advisement. Social work students are also encouraged to take advantage of opportunities to further their development as individuals as well as to fulfill the obligations as responsible citizens in a democratic society.

The social work program curriculum is based on a philosophy of social welfare through social change. The curriculum therefore emphasizes generic content areas, principles, and methodologies that will allow for generalist practice with various client and target systems.

Students are exposed to a variety of intervention theories and methodologies and are encouraged to select for their practice those interventions which are compatible with the philosophy of social work and which are most useful to the tasks at hand.

In keeping with the mission of the College and the primary purpose of the social work program, the major objectives are:

- 1. To prepare students for beginning-level generalist social work practice through development of the knowledge, skill, and value base which allows for competent practice.
- 2. To contribute to the general education of the student by providing a course of instruction based upon the liberal arts tradition.
- 3. To provide a solid academic and practice foundation for students desiring to pursue advanced professional studies at graduate schools of social work.
- 4. To encourage students to take advantage of opportunities to further their development as individuals and to fulfill their obligations as responsible citizens in a democratic society.
- 5. To serve the local professional and lay community by providing continuing education opportunities, and by lending leadership and support to those groups, services, and programs which address human service needs.

Admission to Social Work Program: Students may declare a major in social work as early as the freshman year. In order to become formally accepted into the program, students must complete SOWK 201 Introduction to Social Work with a grade of C or above and at least 24 hours of general academic requirements with an overall grade point average of 2.0 or above. At that time a student may complete an application and interview for acceptance into the program.

Termination: Continuation in the social work major is based upon positive ongoing faculty evaluation of the student's grades, professional attributes, and performance in real or simulated professional situations. A student may be suspended or terminated from the social work major for deficiencies in the above mentioned areas or failure to maintain a 2.0 grade point average in the major.

Curriculum for a Comprehensive Major in Social Work

| | |
|----------------------------------------------------------------------------|---|
| Minimum hours required for graduation | 2 |
| General studies requirements | 4 |
| Social work curriculum requirements | 6 |
| Specific general studies requirements: | |
| BIOL 101 General Biological Science | 4 |
| BIOL 102 General Biological Science | 4 |
| MATH 314 Statistics | 3 |
| Social work requirements: | |
| SOWK 201 Introduction to Social Work | 3 |
| SOWK 301 Social Welfare as a Social Institution | 3 |
| SOWK 305 Human Behavior in the Social Environment | 3 |
| SOWK 311 Social Work Methods I | 3 |
| SOWK 312 Social Work Methods II | 3 |
| SOWK 313 Social Work Methods III | 3 |
| SOWK 404 Social Welfare Seminar | 3 |
| SOWK 407 Field Experience in Social Work | 3 |
| SOWK 408 Field Experience in Social Work | 3 |
| SOWK 409 Field Experience Seminar | 2 |
| SOWK 410 Field Experience Seminar | 1 |
| Related required courses: | |
| PSYC 103 Introduction to Psychology | 3 |

| | | |
|----------|---------------------------------------------|---|
| DCI 410 | Social Theory | 3 |
| SCI 102 | State and Local Government OR | |
| PSCI 201 | Introduction to Public Administration | 3 |
| DCI 205 | Social Problems | 3 |
| DCI 303 | The Family | 3 |
| DCI 405 | Research Methods | 3 |
| SCI 102 | Microcomputer Applications OR | |
| ACS 300 | Marriage Relations OR | |
| ACS 403 | Consumer Economics | 3 |
| ACS 304 | Child Development | 3 |

Required electives from the following courses (12 hours):

| | | |
|------------------------------|----------------------------------------------------------------|--|
| Diversity: | | |
| IST 405 | Introduction to Afro-American History | |
| SCI 309 | Sociology of Religion | |
| SCI 403 | Ethnic Relations | |
| WMST XXX | Any women's studies offering including SOWK 419 Sex and Gender | |
| Social and economic justice: | | |
| SCI 402 | Criminology | |
| PCI 399 | Race, Gender, and Politics | |
| PCI 411 | Politics of Poverty | |
| SCI 411 | Social Stratification | |
| Populations at risk: | | |
| SWK 320 | Child Welfare | |
| HST 309 | History of West Virginia and the Appalachian Region | |
| SCI 312 | Introduction to Juvenile Delinquency | |
| SWK 402 | Social Gerontology | |
| SWK 417 | Sex and Gender in Contemporary Society | |

SPANISH

Curriculum of a Minor in Spanish

| | | |
|----------------------------------------------|--------------------------------------------------|----|
| Total hours required for a minor in Spanish* | | 24 |
| Required courses | | 12 |
| SPN 101 | Elementary Spanish I | 3 |
| SPN 102 | Elementary Spanish II | 3 |
| SPN 203 | Intermediate Spanish I | 3 |
| SPN 204 | Intermediate Spanish II | 3 |
| Electives | | 12 |
| Nonliterary Track**: | | |
| SPN 301 | Advanced Conversation and Composition | 3 |
| SPN 303 | Contemporary Hispanic World | 3 |
| SPN 304 | Intro to Spanish/Latin American Literature | 3 |
| SPN 305 | Spanish for Business | 3 |
| Literary Track**: | | |
| SPN 310 | Survey of Spanish Literature I | 3 |
| SPN 311 | Survey of Spanish Literature II | 3 |
| SPN 312 | Survey of Latin American Literature I | 3 |
| SPN 313 | Survey of Latin American Literature II | 3 |
| SPN 400 | Seminar in Spanish I | 3 |
| SPN 401 | Seminar in Spanish II | 3 |

| | | |
|----------|------------------------------|---|
| SPAN 402 | Seminar in Spanish III | 3 |
| SPAN 403 | Seminar in Spanish IV | 3 |
| SPAN 410 | Practicum in Spanish | 3 |

*Advanced Placement Credit for foreign languages courses may lessen the number of courses actually required for the minor. Also, many liberal arts majors require the first two-year language sequence for degree fulfillment; thus liberal arts students in these majors who take the Spanish minor need only take an additional 12 hours for the minor.

**Students may take courses from both literary and nonliterary tracks toward fulfillment of the minor.

WOMEN'S STUDIES

Curriculum for a Minor in Women's Studies

| | |
|----------------------------------------|----|
| Total hours required for a minor | 21 |
|----------------------------------------|----|

Required courses:

| | | |
|----------|--------------------------------------------------|---|
| WMST 201 | Introduction to Women's Studies | 3 |
| WMST 421 | Women's Studies Capstone/Independent Study | 3 |

Elective courses, 15 hours:

| | | |
|----------|----------------------------------------------|---|
| PSYC 320 | Human Sexual Behavior | 3 |
| HIST 337 | History of Women in Europe | 3 |
| ENGL 355 | American Ethnic Literature | 3 |
| ENGL 360 | Literature and the Sexes | 3 |
| ENGL 366 | Women in the Arts and Literature | 3 |
| SOWK 417 | Sex and Gender in Contemporary Society | 3 |
| SOCI 303 | Family | 3 |
| PSCI 411 | Politics of Poverty | 3 |
| SOWK 320 | Child Welfare Services | 3 |
| SOWK 402 | Social Gerontology | 3 |

COMMUNITY AND TECHNICAL COLLEGE

CRIMINAL JUSTICE

Curriculum for an Associate of Science Degree in Criminal Justice

| | |
|--------------------------------------------------|---------------------------------------------------|
| General studies | 64 |
| General studies | 14-17 |
| COMM 202 | Fundamentals of Speech 3 |
| ENGL 101 | Written English 3 |
| ENGL 102 | Written English OR |
| COMM 345 | Written Communications in Business 3 |
| CI 203 | General Sociology 3 |
| MTH 314 | Statistics OR |
| CS 102 | Microcomputer Applications 3 |
| ISE elective, 2 from list: | |
| ISE 108 | Body Sculpture I 1 |
| ISE 109 | Body Sculpture II 1 |
| ISE 175 | Weight Training for Men 1 |
| ISE 176 | Weight Training for Women 1 |
| ISE 170 | Volleyball 1 |
| ISE 139 | Jogging 1 |
| ISE 145 | Karate I 1 |
| ISE 146 | Karate II 1 |
| General studies | 11-14 |
| CI 205 | Social Problems 3 |
| PSY 203 | Intro to Psychology 3 |
| SC 102 | State and Local Government 3 |
| IS 02 | Microcomputer Applications OR |
| BADM 224 | Business Statistics OR |
| MTH 314 | Statistics 3 |
| Criminal justice block | 24 |
| JS 200 | Intro to Criminal Justice System 3 |
| JS 210 | Intro to Forensic Science 3 |
| JS 220 | Criminal Investigation 3 |
| JS 230 | Principles of Criminal Law and Procedures 3 |
| JS 240 | Police Organization and Management 3 |
| JS 260 | The Correctional System 3 |
| JS 270 | Field Experience in Criminal Justice 3 |
| OC 312 | Introduction to Juvenile Delinquency OR |
| OC 402 | Criminology 3 |
| Electives | 12 |
| Choose two from each of the following two areas: | |
| Area 1 | |
| SCI 01 | Public Administration 3 |
| SCI 01 | Constitutional Law 3 |
| PSY 305 | Social Psychology 3 |
| PSY 360 | Abnormal Psychology 3 |
| Area 2 | |
| OC 90 | Sociology of Violence 3 |
| OC 07 | Collective Behavior 3 |
| OC 03 | Ethnic Relations 3 |
| OCI 11 | Social Stratification 3 |
| OCI 17 | Sex and Gender Roles 3 |

PARALEGAL STUDIES

Curriculum for an Associate of Science Degree in Paralegal Studies

| | | |
|----------------------------|-----------------------------------------|---|
| Total hours required | | |
| First year | | |
| ENGL 101 | Written English | 3 |
| CIS 102 | Microcomputer Applications | 3 |
| PARA 101 | Legal Research and Writing I | 4 |
| PARA 110 | Legal Assisting | 3 |
| MATH 111 | Mathematics of Finance OR | |
| ACCT 201 | Accounting | 3 |
| Second year | | |
| ENGL 102 | Written English | 3 |
| ECON 123 | Contemporary Economics OR | |
| ECON 205 | Principles of Macroeconomics | 3 |
| PARA 102 | Legal Research and Writing II | 4 |
| PARA 120 | General Law | 3 |
| SOCI 203 | Introduction to Sociology OR | |
| PSYC 203 | Introduction to Psychology | 3 |
| COMM 202 | Fundamentals of Speech | 3 |
| PARA 210 | Law of Domestic Relations | 3 |
| PARA 220 | Civil Litigation and Procedure | 4 |
| PARA 230 | Evidence | 3 |
| | Elective | 3 |
| PARA 250 | Criminal Litigation and Procedure | 4 |
| PARA 260 | Business Law and Contracts | 3 |
| PARA 270 | Real Estate Law/Wills and Estates | 3 |
| | Elective | 3 |
| PARA 292 | Internship OR | |
| | Elective | 3 |
| Electives: | | |
| PARA 235 | Torts/Causes of Action | 3 |
| CJST electives | See advisor for choices | |

COURSES OF INSTRUCTION

ART

ART 104. INTRODUCTION TO THE VISUAL ARTS (3) *(Credit Hour Change)*

An introductory course for all art majors and art minors designed to give insight into the history and vocabulary of the visual arts and their relationship to contemporary life. Includes a study of the visual and verbal language of the artist. The processes of painting, printmaking, photography, sculpture, and architecture; the development of styles, aesthetic principles, and the ideas explored are surveyed.

BUSINESS ADMINISTRATION

BADM 311. SMALL BUSINESS MANAGEMENT (3) *(New Course)*

A survey of the various management/marketing principles and subject materials as they specifically relate to small business management. This includes topics such as entrepreneurship and small business in the U.S., small business start-up issues, the marketing of small business.

temporary issues, and the general operational management concerns associated with organizational staffing, financing/cash flow, purchasing, inventory control, and total quality management.

BADM 320. EMPLOYMENT LAW (3) (New Course)

Detailed study of employment law from the inception of the Sherman Act of 1890 through more recent legislative legislation such as the Wagner Act, Civil Rights Act, EEO Act, and Americans With Disabilities Act. Case studies will be used reflecting current employment case law practices and trends. Public policy as the heart of employment law is discussed in detail. Prerequisites: BADM 310 and BADM 310.

BADM 411. ENTREPRENEURSHIP AND NEW VENTURE FORMATION (3)

(New Course)

Comprehensive coverage of the various tools, documents, and subject materials utilized to start and maintain a small business. This includes the entrepreneurial perspective (challenges, characteristics, self-assessment), starting a new venture/developing the business idea, developing business/marketing/financial organizational plans, financing the new venture, managing the new venture, and coverage of special issues such as legal, franchising, and international entrepreneurship. Prerequisites: ACCT 202, BADM 310, BADM 311, BADM 340.

CHEMISTRY

CHEM 320. BIOCHEMICAL TECHNIQUES (2) (Course Deleted)

CHEM 329L. BIOCHEMISTRY I LABORATORY (1) (New Description)

One-hour per week laboratory course to be taken with CHEM 329 Biochemistry I. The course will comprise an overview and application of techniques associated with biochemical research, gathering, and analysis. The students will be introduced to various computer-based methodologies of data analysis molecular modelling and presentation. In addition, the course will include development of experimental design, reproducible lab techniques, and record keeping. Prerequisite: CHEM 329.

CHEM 330L. BIOCHEMISTRY II LABORATORY (1) (New Description)

Second three-hours per week laboratory to be taken with CHEM 330 Biochemistry II. The course involves the application of techniques developed in CHEM 329L to problems associated with characterization of carbohydrates, proteins, and nucleic acids. Included in the experiments is the development of purification techniques, enzyme kinetics, and spectroscopic analysis. Prerequisites: CHEM 329 and CHEM 329L.

CHEM 427. SPECTROSCOPY (3) (Credit Hour Change)

Study of the classical and quantum theories of the interaction of radiation with matter, including an introduction to the Schrodinger wave equation. The absorption and emission of radiation by atoms and molecules are treated, with particular emphasis being placed on ultraviolet, visible, and infrared spectroscopy and resonance phenomena. Prerequisites: CHEM 207, CHEM 209, PHYS 201, PHYS 202 and math through calculus.

CHEM 427L. ADVANCED PHYSICAL CHEMISTRY LAB (1) (New Course)

One-semester laboratory course that covers spectroscopic, electrochemical, and thermodynamic methods. Topics covered include vibrational, rotational, and electronic spectroscopy, electrochemistry, electronics, and computers. Prerequisite: CHEM 427 or should be taken concurrently.

CHEM 428. THERMODYNAMICS (2) (Credit Hour Change)

Study of the principles underlying the content and transfer of energy in physical and chemical

reactions. The classical laws of thermodynamics are introduced, and the concepts of free energy, entropy, work, and enthalpy are defined and subjected to a careful quantitative treatment. Prerequisites: CHEM 207, CHEM 209, PHYS 201, PHYS 202 and math through calculus.

CHEM 428L. THERMODYNAMICS LABORATORY (1) *(Course Deleted)*

CHEM 450. RESEARCH IN CHEMISTRY (1-3) *(New Course)*

This course involves the student in research in chemistry. The course is given for 1-3 credits per semester and may be taken repeatedly. CHEM 392 Cooperative Education in Chemistry may be substituted for CHEM 450.

COMPUTER AND INFORMATION SCIENCES

CIS 102. MICROCOMPUTER APPLICATIONS (3)

An introduction to contemporary microcomputer application software (including Windows) in the Shepherd computing environment. Major emphasis on word processing and spreadsheets. Students learn to use e-mail and are introduced to the resources of the Internet. The course is designed for the achievement of a minimum level of computer literacy.

CIS 104. INTRODUCTION TO COMPUTER AND INFORMATION SCIENCES (3)

Provides an overview of the wide range of topics in computer and information sciences. Topics include computer number systems and theory of computation, computer hardware and organization, computer languages, programming, compilation, systems analysis and design, development, support, artificial intelligence, as well as ethical, global, and social issues.

CIS 211. COMPUTER LANGUAGE CONCEPTS (4)

A first course in the fundamentals of computer programming using a structured language. Includes basic data types, problem solving and algorithm design methods, program development, flowcharting, coding, testing, and debugging. Students learn the structured programming characteristics of subprograms, parameter passing, and modularity. Includes formal laboratory session. Prerequisite: CIS 104 recommended.

CIS 212. ADVANCED COMPUTER LANGUAGE CONCEPTS (4)

Examines advanced problem solving and algorithm design methods. Topics include recursion, string handling; pointers, matrices, and trees; linear lists, stacks, and queues; searching and sorting; program verification; programming projects using a modern high-level programming language. Includes formal laboratory session. Prerequisite: CIS 211.

CIS 287. SYSTEMS ANALYSIS AND DESIGN (3)

The system life cycle, starting with the requirements statement and ending with system extension or replacement. Primary emphasis on the logical design phase of an information system. Includes explanations of both the traditional design approach and prototyping. Advantages and disadvantages of both approaches are examined. Prerequisite: CIS 211.

CIS 292. INTERNSHIP IN PROGRAMMING (1-3)

A form of independent study which integrates classroom study with supervised work experience. Internships generally last no longer than a semester, and interns are not employees of the sponsoring company. Offered on a pass-fail basis.

CIS 302. PROGRAMMING FOR MICROSOFT WINDOWS (3)

An in-depth study of the Windows graphical user interface (GUI). Students create powerful, full-featured applications which utilize the key features of Microsoft Windows, including

multiple-document interface (MDI), object linking and embedding (OLE), dynamic data exchange (DDE) graphics, and calling procedures in dynamic-link libraries (DLLs). Prerequisite CIS 384 or permission of instructor.

CIS 318. OBJECT-ORIENTED PROGRAMMING WITH C++ (3)

Introduction to the C++ programming language and its use in software development. Topics include object-oriented design, classes and objects, code reusability, polymorphism and overloaded data hiding, and inheritance. Prerequisite: CIS 384 or CIS 212

CIS 324. INTRODUCTION TO ARTIFICIAL INTELLIGENCE (3)

Overview of artificial intelligence, its tools and techniques. Includes such subjects as fuzzy logic, non-procedural programming, basic search techniques, automated reasoning, and expert systems. Programming in Prolog or LISP and the creation of knowledge-based systems using expert system software shells. Emphasis on the application of artificial intelligence techniques to business and industrial problems. Prerequisites: CIS 211.

CIS 331. PROGRAMMING LANGUAGES (3)

Syntax and semantics of programming languages. Topics include formal specification of syntax, declarations, binding, allocation, data structures and data types, control structures, control and data flow, the implementation and execution of programs, functional programming and imperative programming. Other possible topics include nonprocedural and logic programming, object-oriented programming, and program verification. Programming projects will provide experience in a number of languages. Prerequisite: CIS 212.

CIS 341. DATA STRUCTURES (3)

Topics in this course include definitions and implementations of basic data structures including arrays, stacks, queues, and linked lists; recursion as an algorithm design tool; searching and sorting algorithms and their design, implementation and application; advanced data structures including balanced trees and graphs; tree traversals and graph traversals and their applications; file management techniques including hashing and indexing. Prerequisite: CIS 212.

CIS 344. FILE STRUCTURES AND PROCESSING (3)

Hands-on experience in designing and coding of computer programs on the mainframe with emphasis on file structures and processing, problem solving procedures, and structural programming. Other topics covered will be command language procedures and data representation in assembly. Prerequisite: CIS 211.

CIS 355. ASSEMBLY LANGUAGE PROGRAMMING AND COMPUTER ORGANIZATION (4)

In-depth study of computer organization and assembly language programming. A synthesis of the theoretical techniques developed in earlier programming courses with a detailed study of the intricacies involved in the computer. The development of assembler language programs to solve a wide variety of problems will be the main thrust of this course. Prerequisites: CIS 212 or CIS 344.

CIS 388. DATABASE MANAGEMENT SYSTEMS (3)

Design and maintenance of a computerized database management system. Includes all operations such as design, creation, searching, sorting, and editing that must be performed on both sequential and direct access files and sets of files. Examines advantages and disadvantages of network, and relational data structures. Coverage of query languages, data dictionaries, security and privacy considerations. Prerequisite: CIS 211.

CIS 390. OPERATING SYSTEMS (3)

An introduction to the fundamentals of operating systems across computing platforms. Topics include process and storage management, protection and security, and distributed systems. Format principles are complemented with surveys of contemporary operating systems (including UNIX). Prerequisite: Minimum 12 CIS credits or permission of instructor.

CIS 392. COOPERATIVE WORK EXPERIENCE IN PROGRAMMING (1)

A supervised work experience in which the student is placed for temporary employment at a local firm or government agency which has a cooperative agreement with the Division of Business Administration. Prerequisites: 3.0 GPA in the major; 2.0 GPA overall; full-time student with at least 12 credits completed at least 64 hours; and the recommendation of the student's advisor.

CIS 417. ADVANCED APPLICATION PROGRAMMING (3)

A comprehensive programming course devoted to designing and implementing complete computerized software systems. Emphasis on files and advanced programming techniques including pointers, stacks, and three-dimensional arrays. Prerequisite: CIS 384.

CIS 418. MANAGEMENT INFORMATION SYSTEMS (3)

An integration of the material covered in previous programming and systems courses with an examination of modern management information systems in a business setting. Topics include structured decision systems, decision support systems, information systems acquisition and management, database management systems, and the role of information processing systems in business decisions. Prerequisite: CIS 287.

CIS 419. DATA COMMUNICATIONS AND LOCAL AREA NETWORKS (3)

An introduction to the role of data communications and local area networks in a business environment. Management of data communications systems and local area networks. Specific topics to be covered include fundamental communications concepts, data communication hardware, network configurations, protocols and software, microcomputers and communications, and local area networks (LANs). Prerequisite: CIS 287.

CIS 421. COMPUTER ARCHITECTURE (3)

Topics include information representation, tags, check bits, floating-point arithmetic, instruction sets, RISC vs CISC, ALU design, bit slicing, microprogrammed control, microinstruction sequencing, microprogram optimization, cache memories, interleaved memories, communication protocols, bus control and timing, input-output, programmed I/O, interrupts and DMA, parallel and distributed processors, pipelines, shared vs distributed memory, interconnection networks, and hybrid computers. Prerequisite: CIS 385.

CIS 431. ANALYSIS AND DESIGN OF ALGORITHMS (3)

The topics of this course include basic tools for algorithm analysis including asymptotic notations, lower and upper bounds, and recursive relations; analysis of recursive algorithms; analysis of algorithms for searching and sorting; analysis of graph and geometric algorithms; analysis of numerical algorithms; study of NP-complete problems; and study of complexity algorithms. Prerequisite: CIS 341

CIS 441. AUTOMATA THEORY (3)

Topics include regular grammars, finite automata, context-free grammars, pushdown automata, and Turing machines; introductory treatment of computable and non-computable functions and halting problems. Prerequisite: CIS 341.

481. TOPICS IN COMPUTER AND INFORMATION SCIENCES (3)

Examines various topics in different aspects of computer and information sciences. Such topics include microprocessor systems, performance analysis of computer systems, computer graphics, compiler design, parallel and distributed processing, computer security, expert systems, natural language processing, neural networks, or intelligent tutoring systems. Prerequisite: Consent of instructor.

485. DIRECTED RESEARCH IN COMPUTER AND INFORMATION SCIENCES (3)

Design and development of a project in some area of computer information science. Each student enrolling in this course must select a computer and information sciences faculty advisor who will be responsible for approving, guiding, and evaluating the project. Prerequisite: Consent of instructor.

CRIMINAL JUSTICE (New Program)**CRJ 200. INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (3)**

Survey of law enforcement, the role, history, development, and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

CRJ 210. INTRODUCTION TO FORENSIC SCIENCE (3)

An introduction to the utilization of scientific methods and instrumentation in the analysis of physical evidence at crime scenes and in the laboratory. Topics include fingerprints, cast and mold development, blood and other body fluids, hair, fibers, tool marks, paint, glass and plastic evidence, ballistics, and specialized instrumentation.

CRJ 220. CRIMINAL INVESTIGATION (3)

This course will examine the fundamental principles and theories of criminal investigation, with concentration on the following subjects: report writing; sources of information: witnesses, informants, victims, observation, physical description, identification, interviews, interrogation, modus operandi, informants, surveillance, undercover techniques, crime scene search, collection, preservation, and processing of physical evidence; raids, arrest, search, seizure, and documentation.

CRJ 230. PRINCIPLES OF CRIMINAL LAW AND PROCEDURES (3)

Substantive law of crimes is reviewed thoroughly from its Anglo-American common law base and compared with the West Virginia Crimes Code. Also, the course will cover the laws of arrest and areas affected by decisions of the United States Supreme Court, various state appellate courts, and the West Virginia Supreme Court.

CRJ 240. POLICE ORGANIZATION AND MANAGEMENT (3)

This course will examine the basic principles of organization and management. Federal, state, and municipal law enforcement agencies will be reviewed and compared with government and business administration. The important areas of leadership, planning, discipline, and contemporary police management problems will be analyzed.

CRJ 260. THE CORRECTIONAL SYSTEM (3)

This course will cover the court and jury system, probation and parole, and correctional institutions including jails and the non-institutional treatment of offenders. Also legal procedures which affect the liberties of inmates, clients, and correctional staff within the institutional and community settings will be covered.

CJST 270. FIELD EXPERIENCE IN CRIMINAL JUSTICE (3)

Students will be placed in a variety of criminal justice systems including the police, probation and parole, regional jails, and state penitentiaries in order to give students hands-on experience.

EDUCATION

EDUC 150. SEMINAR IN EDUCATION (1) *(Name Change)*

Introduces the prospective teacher to the study of education. Focuses on the self as learner, the nature of education, and the practical issues in the work of teaching. Based on readings and experiences the student will develop a philosophical, historical, and practical understanding of learning and teaching. Also introduces the student to the characteristics of the teacher education program's philosophy and theme: Teacher as Reflective Problem Solver. Prerequisite: education courses.

EDUC 209. TECHNOLOGY FOR TEACHING I (3) *(New Course)*

An introductory course on the use of computer-based technology for teaching in grades K-12. Projects will require theoretical and applied knowledge of computer-based technology including the Internet, personal productivity and educational software, and multimedia software. Students will have experience with a variety of computer platforms. There will be one class session a week but students will need to be able to work in computer labs at other times during the semester.

EDUC 301. HUMAN DEVELOPMENT FOR SECONDARY TEACHERS (3)

EDUC 303. HUMAN DEVELOPMENT FOR ELEMENTARY TEACHERS (3)

EDUC 351. INTEGRATED PEDAGOGY I (9) *(New Course)*

Integrated Pedagogy I is the first semester of a two semester course/experience designed to promote the development of teachers who have a philosophical and principled understanding of commitment to an integrated curriculum and the practical strategies to implement an integrated educational program for children. This course experience occurs in the context of Shepherd College's teacher education program which is founded on the philosophy and theme Teacher as Reflective Problem Solver. Integrated Pedagogy I has both a classroom and field component. Prerequisites: EDUC 150, EDUC 200, EDUC 250.

EDUC 352. INTEGRATED PEDAGOGY II (9) *(New Course)*

Integrated Pedagogy II is the second semester of a two-semester sequence designed to promote the development of teachers who have a philosophical and principled understanding of commitment to an integrated curriculum and the practical strategies to implement an integrated educational program for children. This course experience occurs in the context of Shepherd College's teacher education program which is founded on the philosophy and theme Teacher as Reflective Problem Solver. Integrated Pedagogy II has both a classroom and field component. Prerequisite EDUC 351.

EDUC 370. CREATING LEARNING ENVIRONMENTS (4) *(New Course)*

This is a secondary methods course designed to implement educational theory into practice. The purpose is to provide knowledge and appreciation of variables affecting positive and effective learning environments, including but not limited to the following: goals and stated expectations, decisions regarding appropriate content, planning methods, understanding of developmental characteristics of students, consideration of learning styles and various ability levels, classroom climate, selection of teaching strategies, selection and creation of instructional resources, adaptation to changes in the school programs and school personnel, collaboration with colleagues, programming for exceptional children, multicultural education and issues of equity and meaningfulness in assessment. Field experience: Three hours per week in an assigned placement. Prerequisites: EDUC 150, EDUC 200, EDUC 250.

UC 402. GENERAL METHODS IN ELEMENTARY EDUCATION,
5-8 (Deleted)

UC 404. PRINCIPLES AND PRACTICES OF SECONDARY EDUCATION,
5-8, 9-12 (Deleted)

UC 400. STUDENT TEACHING SEMINAR (3) (New Course)

A weekly seminar taken concurrently with student teaching. Promotes the reflective analysis of practice of teaching in grades K-4, 5-8 and K-12, 5-12, 9-12.

UC 435. SPECIAL METHODS PRACTICUM (2) (New Course)

This is a field experience course for all students seeking certification in a secondary teacher education program. A weekly college seminar accompanies the field work. Students will arrange field work schedules so that they may meet their individual professional development needs. A minimum of 30 hours in a public school is required. Seminar content and field tasks are coordinated with special methods course instructors. This course is taken concurrently with a general methods course. Prerequisites: EDUC 150 Seminar in Education, EDUC 200 Foundation in American Education, EDUC 250 Social and Psychological Conditions, and EDUC 370 Managing Learning Environments.

UC 453. STUDENT TEACHING, GRADES 5-8 (9) (Name Change)

Provides an in-depth clinical experience in the public school, at the appropriate grade level, under supervision of experienced personnel. The extended immersion in the program of the middle school provides the student opportunities to test knowledge of the subject areas chosen and to demonstrate competence in the teaching skills. Prerequisite: Fulfillment of West Virginia requirements for teaching license.

UC 455. STUDENT TEACHING, GRADES K-4, 5-8, 9-12 (9) (Name Change)

Limited to those students in the K-12 programs of physical education, art, and music. Gives insight, through study and observation, and provides skill through planning and teaching to enable the graduates to handle successfully all types of teaching situations in secondary, middle, and elementary schools. Prerequisite: Fulfillment of West Virginia requirements for a teaching license.

UC 456. STUDENT TEACHING, GRADES 5-8, 9-12 (9) (Name Change)

Gives insight, through study and observation, and provides skill through planning and teaching to enable the graduates to handle successfully all types of teaching situations in middle and elementary schools. Prerequisite: Fulfillment of West Virginia requirements for a teaching license.

UC 457. STUDENT TEACHING, GRADES 9-12 (9) (Name Change)

Gives insight, through study and observation, and provides skill through planning and teaching to enable the graduates to handle successfully all types of teaching situations in secondary schools. Prerequisite: Fulfillment of West Virginia requirements for a teaching license.

WGS

WGS 480. PRACTICUM IN THE WRITING CENTER (1) (New Course)

The student assists the coordinator of the Writing Center in developing instructional materials and other resources for Writing Center tutors. Prerequisites: ENGL 377 and permission of the coordinator.

ENVIRONMENTAL STUDIES

ENVS 307. CULTURAL RESOURCE MANAGEMENT (3) *(New Course)*

An exploration of the investigation, recording, analysis, and protection of cultural resources. Archeological sites, historical parks and places, archival collection, conservation and museum collections, architectural resources, and historical engineering works will be discussed in their relationship to protection schemes and environmental impact analysis.

ENVS 308. PHYSICAL RESOURCE MANAGEMENT (3) *(New Course)*

An introduction to the physical resources encompassed within environmental studies, including but not restricted to the resources of air, water, energy, minerals, and land use. Impact analysis of resource exploitation will be a major focus.

JOURNALISM

JOUR 216. MAGAZINE WRITING (3) *(New Course)*

A survey of the world of magazine writing, which helps students learn how to generate stories, aim query letters at specific publications, deal with issues of the writer-editor relationship, carry out the research, drafting, and marketing of full-length feature stories. Prerequisite: JOUR 101.

MATHEMATICS

MATH 101. INTRODUCTION TO MATHEMATICS (3) *(Course Change)*

A systematic approach to organized reasoning by study of the rudiments of logic. Study of the structure of various mathematical systems and operations defined on these systems. An analysis and discussion of the uses of such systems. The counting techniques of permutations and combinations may be considered. Prerequisite: ACFN 090 or satisfactory placement score.

MATH 106. TRIGONOMETRY (3) *(Course Change)*

A study of the trigonometric functions and identities, multiple angle formulas, inverse trigonometric functions, deMoivre's theorem and complex numbers, applications. Prerequisite: MATH 105 or satisfactory placement score.

MATH 117. PERSONAL COMPUTERS (1) *(Deleted)*

MATH 217. COMPUTERS-BASIC (2) *(Deleted)*

MATH 310. DIFFERENTIAL EQUATIONS (4) *(Course Change)*

Examines first order ordinary differential equations (e.g. exact, separable, Bernoulli, homogeneous), direction field, numerical solution; higher order equations including the method of undetermined coefficients; Lagrange and undetermined coefficients; Laplace transforms; systems of first order equations; introduction to Fourier series; and applications in the physical and biological sciences. Prerequisite: MATH 208.

MATH 317. COMPUTATIONAL MATHEMATICS (3) *(Course Change)*

A laboratory-based course treating topics in mathematics using a "computer algebra" system. A study of the fundamentals of a symbolic manipulator system, such as Mathematica and Maple, which can display factoring as well as derivative and integral formulas. Applications include the solution of problems arising in calculus, graph theory, number theory, statistics, and science. Prerequisite: MATH 207 or 205.

MUSIC

MUSC 310. WOMEN IN MUSIC (3) *(New Course)*

An overview of the accomplishments of women in music from the Middle Ages to the present.

ass will investigate ways in which gender, race, and class have influenced the lives of musical in the past and will explore the developments in the 20th century which have affected the status of women in music. The survey will incorporate music listening assignments, visits Washington-area museums, and attendance at concerts featuring women composers and performers.

LEGAL (New Program)

101. LEGAL RESEARCH AND WRITING I (4)

covers basic legal research, sources, and methods; techniques of legal analysis with emphasis on specific cases and issues; introduction to legal writing, use of law library, and legal bibliography.

102. LEGAL RESEARCH AND WRITING II (4)

advanced research methods and analysis and writing methods including computerized research, use of briefs and memoranda, use of West Virginia Code annotation, and legal correspondence and documents other than pleadings.

110. LEGAL ASSISTING (3)

survey of various roles of the paralegal including interviewing and investigation. Overview of courts/legislatures, legal profession, types of employment, and ethics.

120. GENERAL LAW (3)

survey of various kinds of law: constitutional, civil, criminal, administrative; trends in legal practice including specializations; and hot topics. Will explore views of representing individuals who may be accused of certain types of crime, i.e., murder, rape, child molestation/abuse.

210. LAW OF DOMESTIC RELATIONS (3)

survey of domestic relations law and rules of family practice; case preparation; and concentration on West Virginia law. Prerequisite: PARA 101 and 120.

220. CIVIL LITIGATION AND PROCEDURE (4)

survey of civil litigation process from initial interview through trial including preparation of pleadings and trial documents. Rule of civil procedure examined particularly those pertaining to discovery process and discovery. Prerequisite: PARA 101 and 102, or concurrent with PARA 102.

30. EVIDENCE (3)

covers West Virginia and federal rules of evidence and burdens of proof. Will involve at least one case study and will show how to prove a particular type of case, i.e., personal injury.

35. TORTS/CAUSES OF ACTION (3)

defines what a tort is and examines elements, proof, identification of different causes of action, and remedies.

50. CRIMINAL LITIGATION AND PROCEDURE (4)

survey of criminal litigation process, rules of criminal procedure, and preparation of pleadings and trial documents. Prerequisite: PARA 101 and 102.

PARA 260. BUSINESS LAW AND CONTRACTS (3)

General overview of business law including various forms of business, i.e., corporations, partnerships, bankruptcy, and basic contract law. Prerequisites: PARA 101 and 120.

PARA 270. REAL ESTATE/WILLS AND ESTATES (3)

Examination of real estate laws; drafting deeds, leases, contracts of sale, closing documents, title searches. Overview of laws of probate, will drafting, and probate of estates. Prerequisites: PARA 101 and 120.

PARA 292. INTERNSHIP (1-6)

Cooperative education allows students to acquire essential, practical skills by being exposed to the reality of the work world beyond the boundaries of campus. May be repeated for credit, but not in the same term. Usually offered every term. Prerequisite: minimum 2.3 overall GPA in the major, approval of academic department, and placement by the Career Center.

PHYSICS

PHYS 202. COLLEGE PHYSICS (4) *(New Description)*

An introductory treatment of the fundamentals of electricity, magnetism, and topics in modern physics. Three one-hour lecture recitation periods and one two-hour laboratory period per week. Prerequisite: PHYS 201.

PHYS 222. GENERAL PHYSICS (4) *(New Description)*

A calculus-based treatment of the fundamentals of electricity, magnetism, and topics in modern physics. Three one hour lecture recitation periods and one two-hour laboratory period per week. Prerequisite: PHYS 221. Co-requisite: MATH 208.

PHYS 305. PHOTOGRAPHY (3) *(Deleted)*

PHYS 310. PHOTOGRAPHIC SCIENCE (3) *(Deleted)*

PSYCHOLOGY

PSYC 361. SURVEY OF PHYSIOLOGICAL PSYCHOLOGY (3) *(New Course)*

This course provided the opportunity to learn about the biological basis of behavior at the cellular level. The physiology of the brain as it relates to behavior, emotion, and states of consciousness are discussed. This course is designed for student whose future work will be oriented toward helping and motivating others, not diagnosis/treatment of mental illness or experimental research. Offered in the spring term. Prerequisites: PSYC 203 and BIOL 102 and CHEM 101L, 102, 102L.

PSYC 363. PHYSIOLOGICAL PSYCHOLOGY (3) *(New Course)*

This course considers the structure and function of the central nervous system as it relates to behavior. Topics include Neural communication, psychoactive drugs, experimental techniques in physiological psychology, brain damage and neurological disorders, the biological basis of mental illness, the biology of basic behaviors, and the physiological basis of learning. This course is designed for students with an interest in the natural sciences (often in the pre-professional capacity), experimental research, neuropsychology (the area of psychology that deals with damaged individuals), or clinical psychology (the area of psychology that deals with the diagnosis and treatment of mental illness). Offered in the fall term. Prerequisites: Biology or chemistry major or minor with PSYC 203. Psychology major with CHEM 120, 120L, 122, 122L or 207, 207L, 208, 208L (as general studies) and BIOL 226.

PSYC 365. PSYCHOPHARMACOLOGY (3) (New Course)

Psychopharmacology is the study of drugs that influence mood and behavior. This course will discuss principles of drug action, basic physiological mechanisms by which psychoactive drugs and drugs used to treat mental/emotional/neurological disorders, and drugs of abuse. Social issues surrounding drugs will be only briefly discussed, as it is most important to understand drug mechanisms and effects before forming opinions on social policy. Students will be required to write a research paper on a topic of interest to them within the field. Prerequisites: PSYC 203 and PSYC 361 or 363.

PSYC 367. MOTIVATION AND EMOTION (3) (New Course)

This course examines the organization of purposive behaviors and the origin of psychological processes that accompany behaviors and emotions. Major theoretical perspectives and experimental paradigms will be considered (biopsychology, behaviorism, cognitive theory, decision-making strategies, and evolutionary psychology). The scope of topics will include biologically driven behaviors, the effect of conditioning and reinforcement of behaviors, behavior modification, how decisions are made, social motivation, emotions, and complex motives. Prerequisite: PSYC 203 and PSYC 361 or 363.

PSYC 370. SENSATION AND PERCEPTION (3) (New Course)

Sensation and perception is the subfield of psychology which examines how elemental stimuli in the environment (e.g. light) are translated into a complex psychological phenomenon (e.g. perception of color). All five sensory modalities (vision, audition, olfaction, gustation, and tactile/somatosensory) will be addressed. Physiology of the sensory systems and theories of perception are the major thrust of this course. An attempt will be made to address applications of this field (e.g. testing and therapy). Prerequisites: PSYC 203 and PSYC 361 or 363.

SPAN 380. LEADERSHIP IN LEISURE STUDIES (3) (Deleted)**SPAN 301. ADVANCED CONVERSATION AND COMPOSITION (3) (New Course)**

This course is designed to help students sharpen their oral and writing skills through the use of guided conversation and composition. Topics for discussion include the family and cultural differences. Prerequisite: SPAN 204 or permission of the coordinator.

SPAN 303. THE CONTEMPORARY HISPANIC WORLD (3) (New Course)

Using current documentation (literature and film) of contemporary society in Spain and Latin America, the course strives to give students an understanding of these cultures from a political, historical, social, and literary perspective. Prerequisite: SPAN 204 or permission of the coordinator.

SPAN 304. INTRODUCTION TO SPANISH AND LATIN AMERICAN LITERATURE (3) (New Course)

In addition to textual analysis, the course comprises prose, poetry, and drama. The texts studied using current critical techniques. Prerequisite: SPAN 204 or permission of the coordinator.

SPAN 305. SPANISH FOR BUSINESS (3) (New Course)

This course will focus on the language of business, commerce, and management with the goal of enabling the student to function better in a job market that requires language specific skills. Through oral and written exercises, students will learn to deal with business situations in the Spanish speaking world. Prerequisite: SPAN 204 or permission of the coordinator.

SPAN 310. SURVEY OF SPANISH LITERATURE I (3) (New Course)

An introduction to the study of literary movements from the Middle Ages to the Golden Age, highlighting major representative works. Prerequisite: SPAN 304 or permission of the coordinator.

SPAN 310. SURVEY OF SPANISH LITERATURE II (3) (New Course)

A study of the major literary and philosophical movements in Spain from the 18th through the 20th centuries. The student will be exposed to examples of theater, prose, and poetry. Prerequisite: SPAN 304 or permission of the coordinator.

SPAN 312. SURVEY OF LATIN AMERICAN LITERATURE I (3) (New Course)

An introduction to the study of Latin American literature through representative works. Students will engage in an examination of the literature of the New World beginning with the conquest and going on to Romanticism. Will include analysis of prose and poetry. Prerequisites: SPAN 304 or permission of the coordinator.

SPAN 313. SURVEY OF LATIN AMERICAN LITERATURE II (3) (New Course)

A continuation of major literary movements in Latin America from post-Modernism to the present. Through the study of prose and poetry, students will be exposed to the social, cultural, and historical aspects of Latin America that these works evoke. Prerequisite: SPAN 312 or permission of the coordinator.

SPAN 400. SEMINAR IN LITERATURE I (3) (New Course)

A seminar course focusing on a literary genre, movement, period, or figure chosen by the instructor and approved by the coordinator. The student is expected to attend regular meetings of the seminar, participate in open discussions, and present a series of short written reports related to the topic chosen for study. The student is also responsible for submitting a documented paper which individually investigates an aspect of the topics of the course as assigned.

SPAN 401. SEMINAR IN LITERATURE II (3) (New Course)

A seminar course with the same format and requirements as SPAN 400 but concentrating on a different genre, movement, period, or figure chosen by the instructor and approved by the coordinator. Prerequisites: SPAN 310 or 311 or 312 or 313.

SPAN 402. SEMINAR IN LITERATURE III (3) (New Course)

A seminar course with the same format and requirements as SPAN 400 but focusing on a different genre, movement, period, or figure chosen by the instructor and approved by the coordinator. Prerequisites: SPAN 310 or 311 or 312 or 313 and permission of the coordinator.

SPAN 403. SEMINAR IN LITERATURE IV (3) (New Course)

A seminar course with the same format and requirements as SPAN 400 but centering on a different genre, movement, period, or figure chosen by the instructor and approved by the coordinator. Besides SPAN 400, students may also sign up for SPAN 401 and/or SPAN 402 and 403 and receive three credit hours for each course successfully completed. None of these is a prerequisite for the other two, but permission of the coordinator is necessary for admission. Prerequisites: SPAN 310 or 311 or 312 or 313.

SPAN 410. PRACTICUM IN SPANISH (3)

A course designed through the Washington Semester Program to allow college credit for paid work experience in the Washington/Baltimore areas. Prerequisites: SPAN 301 or 303 or 305 and permission of the instructor.

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